



CIDBIA Board Meeting Minutes

August 4, 2016

Board Members Present: Larry Larson (Co-Chair), Ken Louie (Co-Chair), I-Mium Liu (Treasurer), Diane King (Secretary), Aaron Crosleycone, Tuck Eng, Lei Ann Shiramizu, Maiko Winkler-Chin.

Board Members Absent: None

Staff Present: Jessa Timmer, Monisha Singh

Guests: Edlira Kuka

Meeting called to order by Larry Larson at 8:42 a.m. August 4, 2016

1. Welcome

Larry welcomed board members.

2. Public Comment on Agenda Items

There were no public comments.

3. Review and Approval of July 7, 2016 Meeting Minutes

July 7, 2016 minutes were approved as written.

Review and Approval of June 6, 2016 Meeting Minutes

June 6, 2016 minutes were approved as revised.

4. Old Business

a. 2016 Budget Update

An updated 2016 Budget was disbursed. The organization is still about \$40,000 short for 2016. The updated budget was approved.

b. Employee Policies and Procedures Manual

The latest draft was approved by the board and Jessa will post to the BIA dropbox. The manual specifies that hourly employees are to clock out for their lunch.

5. New Business

a. Board Membership and Attendance

A chart was distributed listing the board members and their 2016 monthly meeting attendance. Members were reminded that board attendance was part of their commitment.

Barb Wilson has resigned from the Board after serving 5 years. It was decided that we should start recruitment of new members. Barry Blanton of Blanton Turner Assoc has shown interest in being

on the board. Also Edlira Kuka of Vulcan was suggested by Barb Wilson. Edlira attended today's meeting. *A protocol for membership recruitment and selection needs to be finalized.* New applicants should submit an application, meet one-on-one with the Executive Director, and then meet with the Executive Committee. Per the bylaws, applicants are voted onto the CIDBIA Board by simple majority vote of current, present board members. Terms are 2 years in length and board members may serve two consecutive terms and then must take at least a one-year hiatus.

b. BIA Renewal Ad-Hoc Committee & Updates

Jessa would like to put together an ad-hoc committee to gain feedback on questions surrounding the board bifurcation process and potential outcomes. It would mostly be via email. Ken, Larry and Diane agreed to be on the ad-hoc committee. No date has been set on the board split.

Informal conversations with property owners regarding the new assessment should take place shortly. All tax exempt properties will be assessed at 50% and government entities can volunteer to be assessed. *Documentation regarding property owners should be available shortly from BDS.*

6. Finance Committee Update

A Neighborhood Matching Fund grant for Night Market was not granted.

7. Events/Marketing Update

Dragon Fest was successful. There was no beer garden or night market so the event was easier for the staff to manage. Melissa Jurcan and Audrey Fan did a great job of handling the event logistics. \$24,000 was raised over hard costs for the event; however, staff time expense was estimated at \$21,500.

The Happy Hour Food Walk is continuing and the organization has funding through August for print materials. If funding does not come available to print future brochures, the organization would still like to continue via social media. 705 Lofts is willing to help fund some printing.

Night Market will be held September 10 from 4 to midnight. It will have more of a true Asian Night Market theme and will have a beer garden and live bands.

The BIA is looking at getting a blanket food handling permit so restaurants in the district have less expense in having a booth.

8. Staff Update

- a. There was a massive cleaning under I-5 the week of July 18. The cleanup effort should extend for three to six weeks.
- b. The BIA has received bids from the MID, Waste Management, and Recology for the contract for BIA area cleanup. Jessa will be working with all three to negotiate rates and secure a new contract.

9. Public Comment

There were no public comments.

Meeting adjourned at 10:15 am