CIDBIA Board Meeting Minutes for 4/4/19
Hing Hay Coworks, 8:30 a.m.

CIDBIA Board Members Present: Barry Blanton (Co-Chair), Tuck Eng, Brain Jaeger, Diane King (Secretary), Jamie Lee, Tim Lee

CIDBIA Board Members Absent: Alann Hamada, I-MiuLiu (Treasurer), Jocelyn Moore

CIDBIA Staff Members Present: Jessa Timmer, Monisha Singh

Public Present: Faye Hong

Meeting was officially called to order by Barry Blanton at 8:32 a.m.

1. Welcome
   Barry welcomed Board and Staff Members.

2. Public Comment on Agenda Items

   Faye Hong wanted to reiterate that the Chinatown Gate is an urgent matter as the members of the Gate Foundation are aging.

3. Chinatown Gate
   Tuck and Faye said they would be willing to meet with BIA staff and a few other board members to draft an MOU for funding toward the maintenance of the Gate for the next ten-year ordinance period. Jessa mentioned that the new application for the next ten-year period has been sent over to SDOT and now the only thing is to have a formal agreement for the funding.

4. Review and Approval of March 7, 2019 Meeting Minutes
   i. Diane moved to approve the March 7, 2019 minutes.
   ii. Jamie seconded.
   iii. Tuck abstained from voting as he was not in attendance.
   iv. Motion carried unanimously.

5. Executive Session
   a. The board went into executive session from 8:57am to 9:16am.

6. ED Transition
   a. Motion to accept the nominating committee’s recommendation of Monisha Singh as the new Executive Director of the CIDBIA; authorize the Board Chair to negotiate a job offer with Ms. Singh that is in adherence with the 2019 CIDBIA Budget (inclusive of professional training and development); and after completing the appropriate background checks, hire Ms. Singh as the new ED of the CIDBIA as soon as possible.
      i. Jamie made the motion.
      ii. Diane seconded.
      iii. Motion carried unanimously.

   b. Motion to authorize Jessa Timmer to continue in a part-time capacity to help with orientation and training of Ms. Singh in her new role as ED in order to ensure a smooth transition through April 2019, or as required and authorized by the Board Chair.
i. Jamie made the motion.
ii. Tim seconded.
iii. Motion carried unanimously.

7. **Ad Hoc BIA Assessment Committee**
   a. The Ad Hoc BIA Assessment Committee would be to explore a future assessment increase and understand options that the CIDBIA has. The committee would be board members and community members.
   b. Does the board want to create an Ad Hoc Committee now or wait? If the board waited too long, it would miss the opportunity to capture new development. The desire to wait is due community fatigue about a new assessment.
   c. Board members agreed to move the topic to the May board meeting agenda.

8. **Events/Marketing Update – Monisha**
   a. Happy Hour Food Walk is returning on Thursday April 18 from 4pm to 7pm. There are over 30 businesses participating. The program will be on the third Thursday of each month from April to September.
   b. In 2017, CIDBIA received grant funding from Port of Seattle to create videos and advertise on social media. The videos ran on Facebook and Instagram in February. The data shows that there was increase on both platforms and an increase of click throughs to the website. The ads were more successful on Instagram than Facebook. It was great to have money to spend on advertising to see how they perform and have assets that the BIA can own.
   c. Spring Clean will be on Saturday April 27 from 9am to noon.

9. **Interim ED Report – Jessa Timmer**
   a. Jessa is wrapping up her transition document.
   b. OIS funding grant is still not signed. This year the award is $65k, use mostly for staffing. The City is under audit and is requiring beneficiaries to be federally compliant. The board will need to work on implementing financial policies in 2019. It may also require the BIA to have a CPA do bookkeeping instead of staff, which will be very costly.
   c. The sanitation walkthrough with Sanitation Coordinator Jackie and the BIA’s contractor Seattle Surface Cleaners last week went well. There will be more walkthroughs planned in the future.
   d. There was a free bin giveaway in partnership with SPU on Tuesday 4/2.

10. **Public Comment**
    No public present.

    **Adjourn**
    Meeting was adjourned at 10:06am.

Minutes recorded by Monisha Singh