CIDBIA Board Meeting Minutes - 6/12/19

Hing Hay Coworks, 8:30am

CIDBIA Board Members Present: Barry Blanton (Chair), I-Miun Liu (Treasurer), Diane King (Secretary), Tuck Eng, Alann Hamada, Jamie Lee, Jocelyn Moore

CIDBIA Board Members Absent: Tim Lee, Brian Jaeger

CIDBIA Executive Director: Monisha Singh

Guests: Beth Ku

1. **Welcome/Introductions:** Barry called the meeting to order at 8:34, and everyone gave self-introductions

2. **Public Comment on Agenda Items:** None

3. **Approval of Minutes from 5/2/19 Board Meeting:**
   a. Alann motioned to approve the minutes
   b. Jamie seconded the motion
   c. Motion carried

4. **Add Monisha Singh as the Plan Administrator for the Simple IRA offered by the CIDBIA to staff members**
   a. Diane motioned to add Monisha on as the Plan Administrator for the IRA
   b. Tuck seconded the motion
   c. Motion carried

5. **BIA/OIS Billing Correction**
   a. Barry and Monisha explained that there was an error to the billing process from the BIA to the City of Seattle; we accidentally billed FAS and OIS for staff time, resulting in a double billing error
   b. The error was corrected, and a statement was required by the City (attached) showing that the CIDBIA acknowledges the error, and that the Board discussed the error and voted to have the acknowledgement signed by Barry as Board Chair and Monisha as Executive Director
   c. Jamie motioned to allow Barry and Monisha to sign on behalf of the CIDBIA Board and submit the required document to the City of Seattle
   d. Alann seconded the motion
   e. Motion carried

6. **Board Development**
   a. Barry described the Board development effort
      i. Board members must be ratepayers in good standing, or be legal representatives of ratepayers in good standing
      ii. The objective is to have a good cross-section of representation of the ratepayers based on physical location, types of businesses, as well as a good cultural representation of the neighborhood
   b. The Board can have up to 13 voting members, and 2 non-voting “members-at-large”
      i. We currently have 9 members on the Board (8 voting members and 1 non-voting member)
      ii. We need to find several new Board Members, with consideration given to the Board matrix described above
      iii. Diane has indicated that as soon as we find a replacement for her, she would like to step down from
the Board (hopefully by August, 2019)

c. Barry suggested that we set up a Board orientation later this summer, after we have identified a few more new Board members
   i. Monisha reported that there is additional funding available for Board training through 501 Commons
   ii. I-Miun would be the next current Board member step down

d. At that time, we will also want to elect new Board officers (2 co-Chairs, Treasurer and Secretary)

7. Ad Hoc BIA Assessment Committee Update (Committee: Jamie, I-Miun, Brian, Monisha and Barry)
   a. Jamie gave an update
      i. Phillip Sit (City of Seattle) brought up various options available to CIDBIA
         1. Correct the current assessments (this would result in ~ $70,000 in new BIA dues annually)
         2. Go to the City for an adjustment to the ordinance so there is a leveling-up of the “outer core” and the “inner core” assessments (not sure how much this would result in, but the services to both the outer core and the inner core are currently the same)
         3. CPI increases to annual assessments; Annual CPI changes haven’t been made on assessments in many years (perhaps as many as 14 years), yet the ordinance allows for annual increases
      ii. The Board discussed the various options, and asked the Committee to request a written memo from the City regarding our options (so we have assurances that the options we are contemplating are viable)
   b. Board action:
      i. Alann motioned that we make the corrections to the assessment as soon as possible, anticipating a ~$70,000 change to the assessments per the City’s information
      ii. I-Miun seconded the motion
      iii. Motion carried
   c. Communication
      i. Before acting on either CPI increases or requesting adjustments to the inner core/outer core assessments, the Board would like to work on a communication plan
         1. To better communicate what the BIA is doing with the current assessments
         2. To communicate what would be done with any new assessment funds
      ii. It’s important for the ratepayers to fully understand where their money is being spent, and the value it brings to the neighborhood

8. Security Cameras
   a. Monisha met with Nora Chan, Betty Lau and their engineer regarding a fundraising campaign Nora is undertaking for new cameras
      i. Nora wants the CIDBIA to own the cameras
         1. She didn’t understand why the CIDBIA is hesitant to own the cameras
         2. She didn’t understand the cost and liability associated with “owning” the cameras, or the time the CIDBIA staff has put into reviewing recordings, etc.; it’s all very expensive (over and beyond the cost of the cameras themselves)
      ii. The Board had a discussion on the pros/cons of the camera system, and how it might be approached in the future; topics included
         1. Examples of other communities that have had successful camera programs (in the U.S. and abroad)
         2. Legal constraints
         3. Maintenance/Sustainability
         4. Liability
         5. Monitoring proactively Vs. just reviewing recordings (and the relative value cameras add without active monitoring)
         6. Actual benefits of the money/resources the BIA would have to commit, and the value received in return
      iii. Nora is having a fundraiser on 6/22/19
1. The BIA Board won’t officially endorse the fundraiser because we can’t current support the program associated with the cameras
2. Individuals from the Board are welcome to support Nora and her fundraiser as individual community members

9. Upcoming Community Events
   a. Dragonfest – 6/29/19 starting at 11:00 a.m. (1 day only this year)
   b. Happy Hour/Food Walk – 3rd Thursday 6/20/19

10. Executive Director’s Report
    a. Staffing Updates
       i. New Intern for the summer – Catherine Zhu
       ii. New Communications/Marketing Coordinator - Connie Au-Yeung
       iii. Monica Ly’s new position
           1. Jackie will be leaving at the end of June
           2. Monica’s position will change, and she will be the new Clean and Safe Coordinator effective 7/1/19
       iv. Bookkeeper (contracted services)
           1. We will be outsourcing the bookkeeping that Monica was doing
           2. The City of Seattle requested 3rd party bookkeeping
    b. HSD Grant - CIDBIA received a $35,000 grant from HSD for bus ad, video and printed marketing and advertising

11. Public Comment – None

12. Meeting adjourned at 10:07