**CIDBIA Board Meeting Agenda for 12/5/19 Hing Hay Coworks, 8:30am**

**CIDBIA Board Members Present:** Barry Blanton (Co-Chair), Brian Jaeger, Jena McCullough, Jamie Lee (Treasurer), Evan Chan, Tuck Eng, Rahul Gupta, Jeff Liang

**CIABIA Board Members Absent:** Alann Hamada, Jocelyn Moore

**Executive Director:** Monisha Singh

**Welcome**
The Meeting was officially called to order by Barry Blanton at 8:37 a.m. and everyone present gave a self-introduction.

**Public Comment on Agenda Items** – None.

**Approval of Meeting Minutes from 11/7/19 Board Meeting**
Evan motioned approval of minutes as adjusted, Brian seconded, Tuck abstained.

**2020 Board Training + Strategic Planning**
Meeting calendar for 2020 approval, to be placed on website. Monisha states there will be Board training + strategic planning in January. Jamie moves to approve calendar, Tuck seconds, all approved as follows

**2020 Budget**
Monisha showed 2020 draft budget, 2019 budget, and work plan handouts at 8:40 a.m.

The 2020 draft budget shows a deficit, with viewing event profits on a realistic scale versus an inflated budget.

- Remove $20,000 from Dragon Fest, reduced scale, which reduces income.
- Took $30,000 from event sponsorship, reasons being a realistic budget, not aspirational. The BIA has cash flow on hand, allows flexibility to move around categories within budget
- BIA-reassessment will provide bump for 2020
- $90,000 BIA billing will carry over, outstanding grants BIA will be collecting before the end of the year.

Barry explains CIDBIA billing process to the Board and voices support for Monisha’s pragmatic and slightly more conservative budget. Jamie agrees, emphasizing how the BIA can move forward in 2020 through a safer approach.

- Evan comments on additional assessment growth, grants the BIA could collect, and a potential for increased income. Did not want the budget to inhibit the BIA’s ability to do more and provide more services to the neighborhood.
- Barry explains CIDBIA has not had a ratepayer re-assessment since 2005, considering the increase in spending through cost-inflation throughout the years. Monisha gives overview of OED’s collected data of other BIAs and their 2018 assessment dollars, and the value CIDBIA offers in comparison to a relatively low-cost assessment amount.

In going over the scope of 2020 budget overview, anticipated revenue amounts to a combination of government grants and contracts of approximately $70,000 and maintaining existing grant numbers. $15,000 was removed from homelessness outreach contractor position because this is funded through REACH. $20,000 was removed from Dragon Fest and another $10,000 that was not accounted for from the previous year. For expenses, mainly higher staff expenses due to a switch for all staff into exempt salary pay scale, in addition to continued health insurance coverage, SimpleIRA match, transportation and cell phone reimbursement. There is also an additional expense for contracted bookkeeper.
Programming for 2020 are largely grant-based.

- Sanitation – Chinatown and Japantown receive full services due to being on assessment. BIA receives separate funding for sanitation services up in Little Saigon, including Clean & Safe Coordinator’s 25% staff time.
  - Brian asked about Little Saigon sanitation services, with increased activity, and what CIDBIA is doing to assist that part of the neighborhood.
  - Grants for alley signage, BIA branded vests, pressure washing (Chinatown core)
- Cameras – BIA have cameras in place currently but can’t anticipate costs for 2020. Rahul comments on the “messaging” aspect of having cameras in place, for public relief, justifying the $4,000 spending. Cameras are impacting properties that have installation, and cameras become null as soon as they are installed if not maintained consistently.
- Marketing – redeveloping neighborhood website, marketing collateral, the three events (LNY and NM shouldn’t change, DF anticipate decrease), increase fundraising efforts

Closing gaps for 2020, the City of Seattle will back bill businesses that have not been previously accounted for. Businesses will be billed separately, back just one year, instead of ordinance of four years as stated. CIDBIA is currently only collecting 8%- of billing, but unable to enforce the collection of the rest, as that is on the City. CIDBIA is working to explore new grants – HSD, Port of Seattle grant for tourism marketing, Office of Arts and Culture small grants, and others as see fit.

2020 Work Plan and Executive Director’s Report (9:35am)
Monisha moves to explain the 2020 work plan and staff assignments at 9:35 a.m. with the following break-down categories: Sanitation, Public Safety, Marketing and Communications, Advocacy, and Administrative.
  - Sanitation + Public Safety – CEPTD trained, hold more trainings for stakeholders/businesses, grant-based projects, monthly community cleanups, etc.
  - Marketing & Comms – Calendar of all events CIDBIA hosts, inclusive of community/partner events, website, etc.
  - Advocacy + Administrative – Executive Director continues to advocate for neighborhood, meet with other BIAs, and HR/other administrative care.

Jeff Liang suggests the Board should pass a balanced budget, due to uncertainty if a deficit budget will impact incoming or future grants, stating the BIA is too conservative with the draft budget because 2020 revenues look promising. Monisha clarifies the budget can also be amended in February 2020. In final discussions, Barry and Monisha agree to amend budget to accommodate for 100% of assessments ($200,000), adding a reserve of $2,000 – in order to balance the budget.

At 10:00 a.m., Tuck Eng motioned for approval of budget, Rahul seconds, all approved as follows.

Adjourn
The meeting adjourned at 10:11 a.m.