

SCIDpda Board Meeting Minutes

October 12, 2016
803 S Lane St
Seattle, WA 98104

Members Present: Scott Yasui, Jared Jonson, Phillip Sit, Michael Itti, Mark Gau, Wayne Lau, Karen Yoshitomi, David Chang, Casey Huang

Staff Present: Maiko Winkler-Chin, Monica Lauw, Vern Wood, Jamie Lee, Michael Omura, Eliza Chan, Janet Smith, Barbara Cole, Jody Fuentes, Arlyne Sevilla, Paul Mar

Guests Present: Anastasia Kavavaugh, WA State Auditor's Office, Steven Judd and Tom Neill of Finney, Neill & Company, P.S.

1. Call to Order

The meeting was called to order by Scott Yasui, Board Chair, at 5:58 p.m.

2. Board Action & Approval

- a. **Resolution 16-10-12-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board, approve the September 2016 Minutes.

Moved: Jared Jonson
Seconded: Mark Gau
Board approved unanimously

- b. **June-September 2016 Expenditure Reports:**

Moved: Karen Yoshitomi
Seconded: David Chang
Board accepted unanimously

- c. **Resolution 16-10-12-03:** We, the Seattle Chinatown International District Preservation and Development Authority Board, authorize that the SCIDpda move forward in the following transaction(s) where the consideration exchanged or received by the SCIDpda exceeds \$10,000, or the performance by the SCIDpda extends over a one year period:

- Lease: Seniors V Team Foundation
 - Lawrence Pang
 - Seniors
 - Suite 200, New Central
 - \$750/month + NNN
 - 1-year lease
- Lease: Bahtoh LLC
 - Wedding Planning and Flowers
 - 672 Jackson St, Jackson Apartments
 - October and November rent free as tenant improvement allowance
 - December rent: \$1450 + NNN
 - Rent will increase \$50/month or CPI each August starting 2017
 - 5-year lease

Moved: Wayne Lau
Seconded: David Chang
Board approved unanimously

- d. **Staff Reports:**

Jamie Lee informed the Board that staff held a Hing Hay Coworks advisory committee meeting and that Mark Gau and Phillip Sit, members of the committee, would update the Board of committee activities. Monica Lauw thanked

the Board for their help with fundraiser planning, and instructed Board members contact her to discuss Raise the Paddle donations that any Board members wished to give during the fundraiser.

3. Auditor Presentation

Steven Judd and Tom Neill of Finney, Neill & Company, P.S. presented their 2015 audit of SCIDpda. They gave a brief overview of the audit, looking at financial statements at a fairly high level. They explained that the audit documents are similar to financial documents that the Board has viewed over the past year during Board meetings.

4. PACE Program Update

Maiko Winkler-Chin gave an overview of the PACE project to the Board. The proposed project would result in SCIDpda acting as the landlord of Legacy House while another party would manage the senior services program. She explained that SCIDpda staff is working with Kin On and ICHS regarding the taking over of SCIDpda's senior services program. 2018 is the anticipated transition point. Next month, the Board should anticipate potentially entering into a letter of intent and non-disclosure agreement around financial figures with Kin On. Scott Yasui clarified that SCIDpda would divest entirely from senior services, and what remains to be seen is what the income stream will look like in the future. He instructed that plans are moving forward, but if Board members have any reservations, they should bring them up by the next Board meeting. Karen Yoshitomi asked about the future of Legacy House staff, and Maiko Winkler-Chin and Scott Yasui stated that most staff will be kept.

5. Board Business

a. Strategic Plan

Jared Jonson explained that the Board took the plan as it existed and drilled down on what Board roles are for each listed objective. They created committees responsible for all areas in the plan with the overall agreement being that the Board wishes to be more proactive in its role as the SCIDpda Board. Maiko Winkler-Chin stated that the Board will need to accept the strategic plan, and then it becomes a working document going forward. For next steps, Mark Gau will trim the strategic plan down to a one-pager, and next meeting the Board will need to approve. Committees have not been populated yet.

b. Governance

Jared Jonson stated that the Board did not get to discuss governance during the Board's last strategic plan meeting. He stated that at the next meeting, the Board will need to take time to analyze the Board's strengths and weaknesses in terms of Board member skills and background in order to identify which future Board members to recruit. He stated that the Board will begin onboarding new members at the beginning of 2017. Jared Jonson also stated that people can join committees for an involvement role as well.

c. Finance Committee

Wayne Lau stated that the Finance Committee discussed procedures for transference and who has authority to do that. What they decided was that before transfers were made, Vern Wood would sign before that transfer was made. Regarding the upcoming budget process, rather than involving everyone on the Board about details, there will be a December 2, 2016 meeting from 12-2 PM in the IDEA Space conference room. The Finance Committee invites Board members and staff to attend the meeting, during which they will go over the budget in more detail. Maiko Winkler-Chin stated that she can send out a meeting invitation. Wayne Lau stated that then they will present overall summary to the entire Board.

d. Hing Hay Coworks Advisory Committee

Phillip Sit gave an overview of the first committee meeting, stating that the group holds a wide variety of perspectives. During the advisory committee's 2.5 hours of conversation, there were a lot of people projecting what they know upon what staff and Board know about Hing Hay Coworks. He stated that he hopes as this group gels, the committee will help to define what the line of business for Hing Hay Coworks looks like. He stated that he and Mark Gau will continue to provide updates to the Board. Mark Gau stated that the committee consists of 10 people in addition to 3 staff and that the first task the committee would like to embark on is defining Hing Hay Coworks' target groups and defining needs and wants of those groups. They stated that they will meet once more before the Thanksgiving holiday, and Jamie Lee stated that they would like to have work completed by the first quarter of 2017.

6. Adjourn

The meeting was adjourned by Scott Yasui, Board Chair, at 7:08 p.m., and then the Board went into Executive Session until 7:29 p.m.