

SCIDpda Board Meeting Minutes

April 20, 2016
Hing Hay Coworks
409B Maynard Ave S
Seattle, WA 98104

Members Present: Scott Yasui, Wayne Lau, Karen Yoshitomi, Jared Jonson, Michael Itti, Phillip Sit, Aileen Balahadia

Staff Present: Maiko Winkler-Chin, Vern Wood, Janet Smith, Monica Lauw, Jamie Lee, Barbara Cole, Emiko Mizuki, Arlyne Sevilla

Guests: Wendy Watanabe and Barry Mar, Strategic Plan Consultants

1. Call to Order

The meeting was called to order by Scott Yasui, Board Chair, at 5:39 p.m.

2. Board Action & Approval

- a. **Resolution 16-04-20-01:** We, the Seattle Chinatown International District Preservation and Development Authority Board, approve the March 2016 Minutes.

Moved: Jared Jonson
Seconded: Michael Itti
Board approved unanimously

- b. **Resolution 16-04-20-02:** We, the Seattle Chinatown International District Preservation and Development Authority Board, approve the March 2016 Expenditure Reports.

Moved: Karen Yoshitomi
Seconded: Jared Jonson
Board approved unanimously

- c. **Resolution 16-04-20-03:** We, the Seattle Chinatown International District Preservation and Development Authority Board, authorize the Executive Director to submit materials necessary to participate in the charity federation of the Housing Development Consortium of Seattle-King County, which will submit applications to Year 2017 charitable campaigns, including but not limited to:

- City of Seattle Employee Giving Program
- Coalition for Charitable Choice
- King County Employee Giving Program
- Washington State Combined Fund Drive

The SCIDpda affirms it is willing if requested by a charity campaign to provide a financial report showing specific use of the charity monies.

The SCIDpda reaffirms its nondiscrimination policy as follows:

In carrying out its activities including membership, hiring and program services, the SCIDpda shall not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

Moved: Karen Yoshitomi
Seconded: Phillip Sit
Board approved unanimously

d. Staff Reports:

Scott Yasui asked for information about the CID Spring Clean, and Jamie Lee reminded the Board of the date of the event as well as how the Board can assist with implementation on the day of the event. Jamie Lee also reminded the Board that the 2016 CID Spring Clean is being sponsored by a variety of corporations, businesses, and organizations in contrast to 2015's CID Spring Clean, which was sponsored by Comcast. Jamie Lee instructed Board members to email her directly for more information.

Barbara Cole stated that there are commercial spaces open for leasing and encouraged the Board to spread the word. There are three spaces available: two located in the basement of the Bush Hotel and the third space is located in the second floor of the Bush Hotel, which is where TDW & Co. used to reside.

Monica Lauw reminded the Board that GiveBIG is happening Tuesday, May 3, 2016, and that donors also have the option to plan their donations ahead of time from April 18, 2016 up until the day of the event. Monica Lauw, Emiko Mizuki, and Maiko Winkler-Chin also let the Board know that Legacy House was nominated and selected to receive a People Helping People Award from the Boeing Employee Credit Union (BECU) for a \$10,000 Community Benefit Award. Legacy House is also in the running to receive a People's Choice Award from BECU for \$20,000. This award is based on a popular vote by community, and the Board was encouraged to support Legacy House in striving to receive this award by voting and sharing the opportunity with their contacts. Voting for the People's Choice Award at BECU is open until Monday, May 2, 2016.

Scott Yasui asked about the financial status of the organization, and Vern Wood stated that the metrics reported on look favorable thus far and that the Board should expect first quarter of the fiscal year results around June of 2016.

Scott Yasui also asked about the status of Hing Hay Coworks. Janet Smith explained that Hing Hay Coworks is currently behind on expectations for members, that the gap is widening, and that there is an uptick for the month of April. Currently, Quang Nguyen, Hing Hay Coworks Manager, is building a network of people to bring into the space through the Celebrate Asia-Pacific Entrepreneurs (CAPE) Project, which will continue for the next three months and aims to bring people into the space to see the facility and ultimately become coworking members. Janet Smith stated that there are several questions senior management is currently considering. These include: potentially lowering rates, looking at other facilities to see what their pricing is, and/or changing the perception of Hing Hay Coworks as an event-holding facility rather than a coworking space, e.g., renting out space for classes and events. Strategies will be implemented over the next 30 to 60 days. The end of year goal is to have 36 members in the space, and Hing Hay Coworks is currently at 14.

Scott Yasui asked what the runway is for Hing Hay Coworks. Vern Wood explained that the CAPE Project was originally slated to start two months earlier than it actually did, so SCIDpda senior management are looking at quarter one of the fiscal year to see the status of the space. Because the CAPE Project is running behind, Vern Wood explained that SCIDpda senior management will give an opportunity to see how the project will turn out. Jamie Lee has tasked Eliza Chan, Hing Hay Coworks Program Coordinator, with supporting tasks for IDEA Space due to the departure of former IDEA Space staff member Sokha Danh. This provides extra room in the Hing Hay Coworks budget.

Phillip Sit asked if there is any alignment from the city with regard to digital equity initiatives. Maiko Winkler-Chin stated that SCIDpda senior management will hold an internal meeting to see how to re-strategize the model for Hing Hay Coworks. Phillip Sit suggested contemplating whether it might be beneficial to see if any kind of skill set development can be sought out with regard to Hing Hay Coworks. Jamie Lee requested that while all ideas are sound, and should the Board decide to abandon the coworking model, a strategic plan for the new, adjusted, model will need to be followed through. Karen Yoshitomi asked about the status of sponsorship for Hing Hay Coworks and the CAPE project, and Janet Smith explained that there has been one ask but no sponsorship confirmed.

Jared Jonson asked about the status of the street car and how it will continue to affect the neighborhood. Jamie Lee stated that IDEA Space will do a pedestrian count during the summer. Currently the street car is

not a smoothly-operating system: it breaks down often and is slow. Majority of local businesses have not stated whether it affects their business either negatively or positively, save for MoMo, who believe it has brought more people to their store, according to Maiko Winkler-Chin. There will be celebrations during May 2016, and every Thursday the street car will be free. On those days, there will be different celebrations in different neighborhoods, and the neighborhood will get certain festival days over the summer to ride for free. Maiko Winkler-Chin also mentioned that this summer, the Copa America games will be held nearby, possibly affecting traffic in the neighborhood and potentially proving to be negative for some businesses, including Tsue Chong.

3. Board Discussion

a. Arena Update:

Maiko Winkler-Chin walked the Board through the status of the arena project.

b. Finance Committee:

To preface the conversation around the Finance Committee, Maiko Winkler-Chin stated that there is no requirement to have a finance committee under the SCIDpda Charter but that we have always had one, and its role has varied over time, so the question to be answered in today's discussion is, what should be the role of the Finance Committee?

Vern Wood added that the Charter specifically states what the Board must do—approve loans and expenses. If the Board chooses to delegate this role to a finance committee, it can, but it must ultimately send back to the entire Board for approval. There was some discussion back and forth among the Board members whether it would be more prudent to keep the current Finance Committee and have it take on a more active role in approving loans and expenses, checking on the status of the organization's overall health, going over the budget, and acting as a general sounding board for any financial issues or dissolve the Finance Committee and allow the entire Board to handle the aforementioned financial matters. Vern Wood explained that she will be sending out the notes made during the most recent Finance Committee meeting and that the next step would be for the Board to review and decide if what is proposed is what the Board wants. The Board will need to decide next month, and Board members were instructed to contact Vern Wood for any comments or questions.

c. Vision Statement

Jared Jonson explained to the Board that there has been no further conversation around finalization of the vision statement. He and Wendy Watanabe stated that Casey Huang has since agreed that she does not mind the language in Option 1 in contrast to her original opinion, which was to vote for Option 2. Jared Jonson recommended that the vision statement discussion be moved to the following meeting. Wendy Watanabe stated that initially, she heard a wish for more particular language around the vision statement from the Board but did not receive any further feedback, so she instructed Board members to send her any existing feedback, and that the vision statement should be used as a reference for the time being.

4. Strategic Plan Discussion

Wendy Watanabe and Barry Mar began the continued strategic plan discussion by looking over the updated working group sheet. Wendy Watanabe purposefully placed the mission and vision statement at the top of the document as a way to constantly keep the two things in mind during strategic planning work to be sure that goals and strategies always tie directly back to both the mission statement and vision. She also stated that currently, the vision is still aspirational and suggested that the Board come up with a vision statement that is more grounded with outcomes that can be accomplished within three years while moving toward the larger, more aspirational vision. Wendy Watanabe also stated that the new document does not break down goals by line of business (LOB). Rather, to eliminate the siloing of the different LOBs, the intention of this document was to get the Board to see the way all LOBs intersect to achieve a specific set of goals through specific strategies. The goals listed are larger level, and Wendy Watanabe began generating some outcomes based off of information from the working groups. She stated that these are open for revision and need to be grounded into how to actually achieve them.

Wendy Watanabe and Barry Mar then had the Board break into pairs to talk through the document, asking the pairs to analyze if the goals listed are the right set of goals that SCIDpda needs to be concentrated on. Wendy Watanabe also asked the pairs to decide on overall outcomes and determine LOB roles.

After meeting in pairs, the Board members commented on the document. Jared Jonson stated that his group agreed with all goals but that outcomes need to be tightened and clarified. Regarding community engagement, Maiko Winkler-Chin asked how the SCIDpda can continue to engage with residents as the neighborhood demographic changes. Aileen Balahadia suggested that rather than creating resident councils, the SCIDpda think of that question in all areas of work that are applicable. Barry Mar added the questions, who are our partners, and are they internal? What is their purpose?

Wendy Watanabe also asked if public safety needs to be its own issue and requested that the Board let her know if they had any further thoughts about the goals listed. She stated that testing capacity will need to be pushed to a later time to think about strategy with staff and bring that feedback back to the Board to ensure that guidance is being taken in reciprocation. She estimated the timeline would be in June rather than May. Once goals and strategies are set by the Executive Committee and brought to the Board, benchmarks and metrics can be established. Wendy Watanabe requested that Janet Smith and Vern Wood provide a budget formation to allow Board members to reflect on what's evolving within the organization and to think about long-term implications. Finally, Wendy Watanabe asked the Board to think about Board work plans related to the strategic plan upon finalizing in August through the Executive Committee to determine the Board role rather than putting the bulk of the work on staff. She stated that should would send an updated schedule out to staff.

5. Adjourn

Scott Yasui adjourned the meeting at 7:20 p.m.