

Minutes for Historic South Downtown Board Meeting

Tuesday, February 27, 2018

Hing Hay Coworks

Attendance: Wren Wheeler called the meeting to order at 5:06 P.M.

Board Members present: Chris Arkills, Maria Batayola, Heidi Hall, Tom Sang-gu Im, Jamie Lee, Nancy Fulwiler, Becca Camarda, Carl Seip, Kevin Geiger, Wren Wheeler, Heidi Park,

Board Members excused: Julie Fonseca de Borges

Board Members absent: Azar Koulibaly

Action/Approval – Consent agenda:

Carl Seip motioned to approve the consent agenda including the Treasurer's Report and January 2018 meeting minutes. Heidi Hall seconded. Motion passed.

Discussion - Executive Director Report:

- Kathleen mentioned that she was in the process of getting cost estimates for internal audits. The cost appears to be around \$20K, so she is working to find a more affordable option.
- County Contract—Kathleen reported that we have suggested a disbursement schedule and asked about the discrepancy between the allotted \$8.7M and the funding in the contract at \$8.0M. We are still waiting on a reply from the county.
- PHPDA—it was reported that we met with Stephen DeJulio at Foster Pepper about the contract and provided some updates. Next step is to meet with PHPDA about the contract.
- Jackson Hub—there was no Hub meeting in February. Kathleen will check with the Alliance to get an update.
- Legislative meetings—Nancy, Jamie, and Kathleen met with Rep Noel Frame's assistant, Sen Saldana, Rep Macri, Speaker Chopp, and Rep Santos. All meetings went very well.

Discussion – Committee Updates

- Finance Committee—Nancy reported that the Finance Committee had met (Nancy, Jamie, Becca, Wren, and Kathleen) and that they were working on developing a work plan.
- Grant Making Committee—Kathleen reported that the committee had met (Heidi Park, Heidi Hall, Azar, Kathleen) and began work on a grant making timeline.

Before they could move much further they felt the board will need to work on a strategic plan.

Discussion and Action—Proposal for Organizing External Relations and Board Development Committees

- External Relations Committee—Chris moved we form an External Relations Committee. Carl seconded. The motion passed unanimously.
- Organizational Development and Continuity Committee—Carl and Maria wanted the name to be the Board Leadership and Development Committee. Jamie Lee moved to establish the committee with that name. Heidi Park seconded. The motion passed unanimously. Maria Batayola agreed to chair the committee

Kathleen stated that she would urge board members to sit on at least one committee.

Discussion and Action – Developing an Agency Workplan

Maria led this discussion. The Board divided into two groups—one for External Relations and Board Leadership and Development. Carl and Kevin agreed to co-chair the External Relations committee.

External Relations--Jamie Lee, Kevin, Carl, Nancy and Chris agreed to serve on that committee. The committee identified two kinds of people, 1) those in the community directly impacted by our work, and those outside our borders who can help our mission. Carl identified that it was important that we develop ways to tell our story outside of Chinatown-ID and Pioneer Square. Jamie felt it was important to tell HSD's story concisely and that we should refine our mission and talking points. It was agreed that we should improve our website and social media presence. A goal was set to have an outreach plan by the end of June that could be launched in the fall. It was also agreed that we should try to develop some basic messaging by April.

Finally, based on the board discussion it was felt that we should try to have a board retreat in April or May, probably on a weekend day. A doodle poll was planned for board availability. By the end of June a goal was set to create a brochure for summer events. And by August we would begin outreach for a grant making RFP.

Organizational Development and Continuity Team--Please note the schedule may change to be in sync with other teams.

I used 2 questions to stimulate discussion 1) what gets in the way of you being an effective Board member, and 2) how do we come together as one HSD.

1) April Cross Neighborhood Learning

Board members mostly come from neighborhoods. To be able to effectively represent all of our constituents, use one meeting for members to present to each other their respective neighborhood 1) description, 2) developments/emerging trends, 3) challenges and 4) what would be helpful to the neighborhood. There might also be a distinct City of Seattle tract regarding 1) policy direction, then 2), 3) and 4).

2) **May** Knowledge, Skills and Abilities (KSA) Inventory/Sharing

To effectively use each others skills to the good of HSD, conduct Board KSA inventory and have folks note what they like to do, don't want to do, and willing to teach.

3) **June** Retreat

To include understanding our roots/vision of our founders, strengths, weaknesses, opportunities, threats.

Coordinate with other teams.

4) **Develop brochure and elevator speeches**

We attend a lot of networking events and may represent HSD at various events. These tools for board members should articulate, stimulate interest and be consistently delivered.

Good of the Order

Nancy Fulwiler announced the Alliance for Pioneer Square was having a public meeting on construction impacts in the neighborhood at Nirmal's on March 8 from 3-4:30.

Wren Wheeler adjourned the meeting at 6:21 p.m.