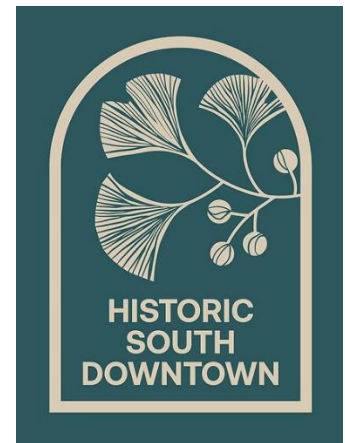


# Historic South Downtown Board of Directors Meeting Tuesday, June 27, 2023



Present: Nuria Hensen, Diane Le, Derek Lum, Quynh Pham,  
Dana Phelan, Jessica Rubenacker, Jennifer Tam,  
Tuyen Than, Jessa Timmer

Staff: Kathleen Barry Johnson, MaryKate Ryan, Ellen Ta

## **CALL TO ORDER** (Action)

Dana Phelan called the meeting to order at 5:06pm.

Public Comment: None

## **CONSENT AGENDA** (Action)

Presenter: Dana Phalen

- *Meeting Minutes (April 2023 and May 2023)*
- *Treasurer's Reports (May 723)*

*Motion by Quynh Pham to approve the consent agenda. Second from Tuyen Than. Approved by all. Motion passes.*

## **THIRD FY2024-2025 BUDGET PRESENTATION** (Action)

Presenter: Kathleen Barry Johnson

- *Requesting motion to approve FY2024 Budget*
- See FY2024 Budget Worksheet document
- Major changes since last budget:
  - Income: \$1.45 million from the State of Washington (over the biennium)
  - Community Initiatives: \$90,989.91 in FY24 and 12228.90 in FY25
  - Salary and Wages: intend to hire an additional staff member (Communications, Initiatives, and Policy Officer) 30 hours/week to start and then work up to 40 hours (but budgeted at 40 hours/week from the beginning, starting in August)
  - Restructuring how we show expenses: more line items by projects, allows us to document by project; pulling out administrative costs as well
  - Pier 48: not sure how it will move forward but have line item for interpretation and supplies
  - Public safety: would like to use some leftover funds towards this, if approved by department of commerce
  - Grantmaking: zeroed out, did pay out all of 2024 in advance

- Plan is to go back to the state to see if we can get further allocation in the supplemental budget for FY2025 and use some of the allocation we haven't been able to use so far (about \$100k)

*Motion by Jennifer Tam to approve the FY2024-2025 budget. Seconded by Jessica Rubenacker. Approved by all. Motion passes.*

## **FY2023 ALLOCATION STATUS UPDATE** (Information)

Presenter: Kathleen Barry Johnson

- No grantmaking, only for operations, had assumed a \$500k round of grantmaking which could only be used for operations
- We have \$100k that will go back to the state government budget and will try to have reallocated to us at the next session
- More information on all of this at the August meeting

## **ETHICS AND CONTRACTING RESOLUTIONS** (Action)

Presenter: Kathleen Barry Johnson

- *Background*
- *Documents*
  - *20230627 Conflict of Interest Resolution\**
  - *20230627 Proposed Conflict of Interest Policy\**
  - *20230624 Proposed Subgrant\_Subcontracting Compliance Procedure\**
  - *Request before the Board to (1) approve the resolution and thereby adopt the Conflict of Interest Policy; (2) adopt the Subgrant/Subcontracting Compliance Procedure.*
- We have conflict of interest materials but this update would supersede it. The Conflict-of-interest resolution implements the adoption of the Conflict-of-Interest policy
- State requires us to a procurement process if our contracts were much higher; State is looking at us as if we are a local government entity, and local governments have more strict procurement rules with their state funding. Attorney is reviewing this and Kathleen and Orlando will be meeting with Rep. Santos in July
- These policies are required if we do any subcontracting in the next fiscal year
- Table vote until the end of August to vote on these

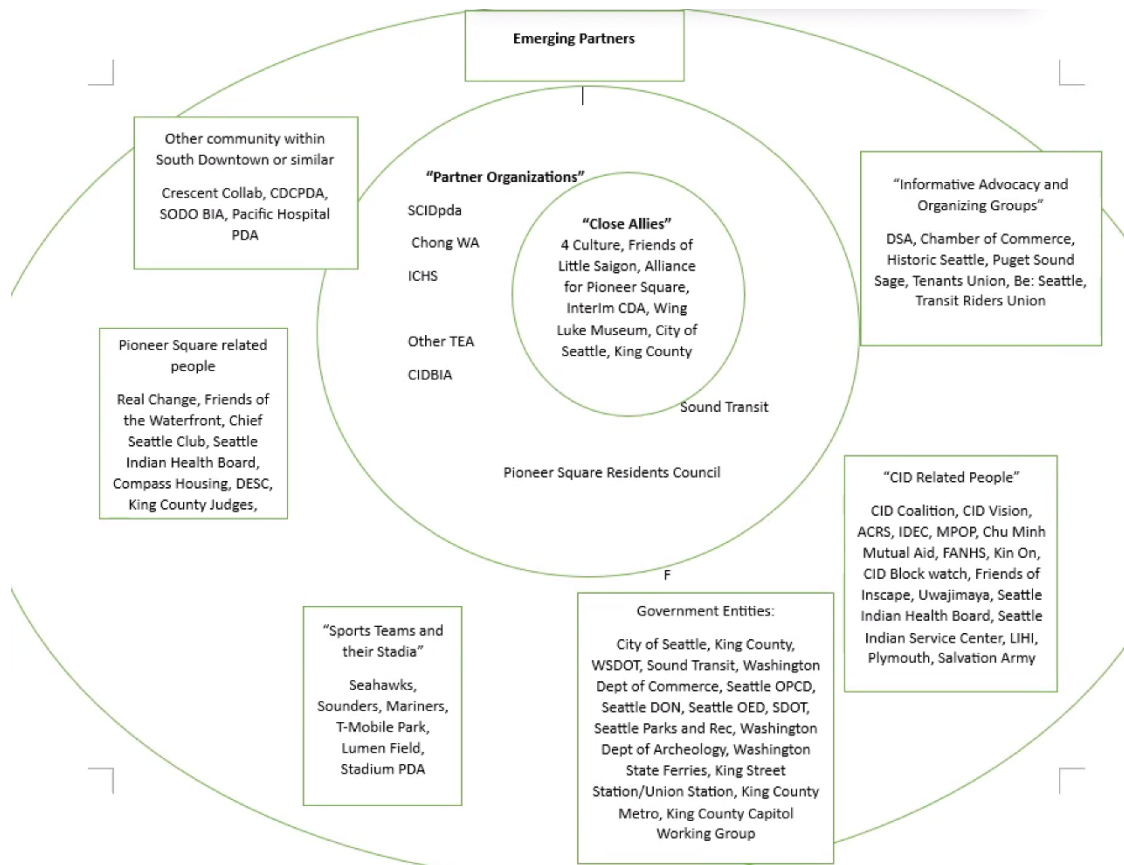
*Motion by Jessa Timmer to table action on the Ethics and Contracting Resolutions until August Board Meeting. Tuyen Than seconds. Approved by all. Motion passes.*

## **UPDATE ON AD HOC COMMITTEES** (Information)

Presenters: Kathleen Barry Johnson and Board Members

- *Partners/Strategy*
- *Lay of the Land*
- *Deadline: July 20*

- Partners/Strategy Committee Meeting:
  - Definition of a partner. Is a grantee a partner? Organization as a partner on an issue?
  - Next meeting: July 7 at 2pm



- Lay of the Land Committee Meeting:
  - See grid/spreadsheets in SharePoint; all are welcome to go in and edit
  - Next meeting is July 5 at 2:30pm: goal is to keep filling out the grid, to be able to filter the data as needed

## EXECUTIVE SESSION

- Executive Session pursuant to RCW 42.30.110(1)(g). Return at 6:28 p.m.

## FOR THE GOOD OF THE ORDER (Information)

Presenters: All

- *Upcoming Events*
- *Thank you to Nuria Hansen*
  
- MaryKate: purchased books for an HSD library to spend down operations funding
- Kathleen: HSD will be purchasing Wing Luke Museum memberships for board members (except Jessica, Dana and Derek, who are already members)
- Big thank you to Nuria, for serving on the board and especially for your communications work, big boost and where we needed to do some better work!
- Nuria: this board/experience has inspired Nuria to get more involved more broadly
- Kathleen: spoke with Emily Kim of Pastry Project who lives in PS to fill Nuria's PS resident seat but would love names for further outreach

## ADJOURN (Action)

Meeting adjourned by Dana Phelan at 6:34pm.

## ZOOM COMMENTS

17:39:34 From Quynh Pham to Everyone:  
trying to locate the documents, but I don't think I received them

17:42:04 From MaryKate (she/her), HSD to Everyone:  
Just sent them to you again, Quynh

17:42:49 From Quynh Pham to Everyone:  
thank you!

17:47:08 From Derek Lum to Everyone:  
aye!!

17:47:11 From Jessa Timmer to Everyone:  
This guy is full of energy and mom is TIRED...

17:48:12 From Dana Phelan (she/her) to Everyone:  
Reacted to "This guy is full of ..." with 😄

17:54:04 From Jessa Timmer to Everyone:  
She says "we" but this spreadsheet is all Jenn!!! Thank you, Jenn!

17:54:19 From Tuyen Than (she/her), CID Resident to Everyone:  
Reacted to "She says "we" but ..." with ❤️

17:58:07 From Kathleen Johnson HSD (she/her) to Everyone:  
The diagram is all Derek as well!

17:58:13 From Tuyen Than (she/her), CID Resident to Everyone:  
Reacted to "The diagram is all..." with ❤️

17:58:40 From Derek Lum to Everyone:  
And the idea was initiated by Aleska!

17:59:13 From Tuyen Than (she/her), CID Resident to Everyone:  
Reacted to "And the idea was i..." with ❤️

17:59:41 From ellen to Everyone:

when should I log back in?

18:01:41 From Derek Lum to Everyone:  
not working!

18:08:00 From Derek Lum to Everyone:  
still working!

18:27:47 From Derek Lum to Everyone:  
yes we were!

18:31:20 From Derek Lum to Everyone:  
love!!!

18:31:55 From Derek Lum to Everyone:  
I am already a member!

18:35:01 From Quynh Pham to Everyone:  
I need to feed my baby