

## **Historic South Downtown Board Meeting 1/22/19 at Pioneer Square Collective**

Call to order at 5:05

Guests: Mackenzie Waller (Frameworks), Liz Stenning (Alliance for Pioneer Square), Dana Phelan (4Culture)

Staff: Kathleen Barry Johnson, James E. King, jr.

Board: Stephanie Pure, Jen Petersen, Karen True, Heidi Hall, Jamie Lee, Julie Fonseca de Borges, Tom Im (on phone), Wren Wheeler.

Introductions and welcome to new board members

### **Jackson Hub Project Update - Discussion**

The Alliance for Pioneer Square (Liz) and Frameworks (Mackenzie) presented an update on the Jackson St. Hub project. Liz provided some background on the project—the Hub area connects both neighborhoods, includes overlapping preservation board jurisdictions, and there is opportunity to influence future work in area (city now using “Jackson Hub” terminology). City piloting citywide wayfinding and looking at piloting something in this area. Liz passed out flyers for Jackson Hub public event.

- Identified issues of pedestrian use in the space
- Reviewed process of outreach and design planning
- Reviewed Plan Diagram Concept Design
- Focus on what could happen in the next five years
- Will need to reflect needs of Metro buses on Jackson eastbound b/n 4<sup>th</sup> and 5<sup>th</sup>.

### **Consent Agenda - Action**

Meeting documents did not come through on Outlook for most board members. Given other important items on the agenda, the board decided to table January Consent agenda to allow adequate time to review and accept the Minutes (Dec) and Treasurer’s Reports (Nov, Dec) at the February board meeting.

### **Audit Management Letter – Discussion**

Jamie and Kathleen, representing the Finance Committee, shared two letters from the auditor addressed to the HSD board. These summarize some best practices HSD can consider as it further strengthens its financial systems and policies. The Finance Committee will be managing this work but will bring major decisions to the board.

### **RFP Release Update - Discussion**

Kathleen and James discussed the RFP Process. About 30 community members attended two information sessions early January. James and Kathleen have been holding weekly office hours and a few people have stopped by. In addition, Kathleen has been fielding some questions by email and phone, mostly around eligibility of projects. Request to the board to help distribute the RFP notice broadly.

There was discussion about the Community Review Panel (CRP) including criteria for choosing members to participate and clarity about conflict of interest (e.g. financial stake). Shared interest to ensure diversity of the panel reflects diversity of the communities, balancing objectivity with community

knowledge. Kathleen shared a preliminary list of potential CRP members, noting that no one has yet been asked. Request to add a “who recommends” column. Kathleen will draft a job description for CRP members and circulate

**Executive Directors Report – Discussion/ Action**

Julie moved to accept Dana Phelan, Stephanie seconded. We need to approve a policy to add board members between elections. Board development and continuity committee. Stephanie will look at that.

**For the Good of the Order**

Wren reminded board members to complete the Executive Director evaluation. Karen True reminded board members about the Jackson Hub event.

Adjourn at 6:45