Historic South Downtown  
Meeting Minutes March 24, 2020  

Attendees: Jamie Lee, Azar Koulibaly, Julie Fonseca de Borges, Maria Batayola, Jessica Rubenacker, Derek Lum, Shava Lawson, Stephanie Prue, Dana Phelan, Ken Takahashi, Carl Seip, Karen True  
Staff: Kathleen Johnson, James King, Jr  

Call to Order - 5:02pm by Jamie Lee  

Emergency Funding Grant Program, **Amending the Strategic Plan**  
• Emergency Funding for two categories  
  • Support of non-profits’ immediate needs in response to COVID-19  
  • Support area non-profits who are directly supporting small businesses in the neighborhoods  
• Legal Recommendation  
  • HSD is the only state created entity with authority  
  • Strategic plan needs to align with all programming, including responding to this emergent need  
  • Funding needs to be spent in a specific manner (example: ...to promote sustainable workplace opportunities...)  
• Board discussion  
  • Intent to only fund in crisis situations or all situations? (as is currently written in RFP draft)  
  • Intent was to avoid needing to amending the strategic planning multiple times (so broadly written is intentional)  
  • We need to step back and ask ourselves if we’re moving beyond our perceived purpose to mitigate large public project impacts on the two neighborhoods  
  • Resiliency of neighborhoods is core to who we are and what we are charged to do; this is an unprecedented time, the neighborhoods need support; we may not have perfection but we need to move/support  
  • Cited economic broad scope of HSD to help sustain the essence of both neighborhoods  
  • Fragility of neighborhoods in this crisis situation, both are less resilient because of the large scale public projects  
  • We’re trying to be responsive to an emergent situation that will have long-term effects- add emergency proviso now, discuss later if we need modify strategic plan later  
  • Statement needs to be contextualized, and include wording such as “in response to crisis/emergency situations”  
• Maria Batayola **motioned** to amend strategic plan to add language as proposed under Goals & Objectives section per conversation.  
• Azra Koulibaly seconded.  
• Discussion = none  
• No oppositions, no abstentions  
• **Motion carried.**  

Emergency Funding Grant Program, Request for Proposals  
• 3 months open period, up to 475,000 dollars, requests considered on a rolling basis during open period
• Impact to 1/2 of round 4 funds at this time
• Round 3 will not be impacted at this time
• This funding can support operating funds if emergency situation continues
• Two pots of money for this RFP, $175k = non-profits; $300k = non-profits to support small businesses
• Conversation focused on elevating program purpose (as defined by HSD) in the RFP to determine reporting criteria
• Stephanie Prue motioned to amend RFP per conversation.
• Karen True second.
• Discussion =none
• No oppositions, no abstentions
• **Motion carried.**

Consent agenda moved to next month.

Board provided with background information on WA state framework via email.

Audit Approval
• Kathleen Johnson presented that Management Discussion is now included in the auditor’s report, as presented in January 2020.
• Dana Phelan stated that it was a clean audit with good recommendations moving forward.
• Julie Fonseca de Borges motioned to approve.
• Ken Takahashi second.
• Discussion =none
• No oppositions, no abstentions,
• **Motion carried.**

Board Retreat
• Saturday, March 28th - 10am-2:30pm
• Happening virtually on Teams platform, guest speakers/presenters will participate with facilitator.

Good of the Order
• Catch 22: delivery service providing support for neighborhood restaurants
• Carl Seip is stepping down today.

Adjourn 6:37pm

These minutes were approved by the Board of Directors on ________________.

Signed: ________________________________

Name: ________________________________

Secretary, Historic South Downtown Board of Directors