

Minutes of the Chinatown BID Meeting
January 5, 2012
4:00 – 5:30 PM
Chinese Consolidated Benevolent Association (CCBA)
62 Mott Street
New York NY 10013

BID Interim Board Members:

Alice Cancel, Comptroller John C. Liu's office
Jimmy Cheng, United Fujianese American Association
Kenneth Cheng, Fukien American Association
Nolan Cheng, Law Offices of Nolan Cheng
Peter Cheng, Chinatown Partnership Local Development Corporation
Priscilla Cheung, eRxCity Corporation
Stephen Cheung, D.H. Realty & Management
Anthony P. Colombini, Esq., Chu and Partners
Eddy Eng, Small Business Services, Mayor Michael Bloomberg's office
Jack Eng, Chinese Consolidated Benevolent Association
Frank F. Gee, Gee Poy Kuo Association
Dr. Wilson Ko, Multispecialty Physician Group
Philip Lam, Green City Realty
David J. Louie, David J. Louie, Inc.
Dr. Chun Ka Luk, Broadway Chinatown Realty
Gabe B. Mui, the American Legion Lt. B.R. Kimlau Memorial Post 1291
Michael Salzhauer, Benjamin Partners
Matt Viggiano, Council Member Margaret S. Chin's office
Tony C. Wong, Wong & Co., CPA's
Wellman Wu, Kam Man Food, Inc.
Jimmy Yan, Manhattan Borough President Scott Stringer's office
Patrick Y. Yau, First American International Bank
Chih-Ping Yu, Lin Sing Association

Other Class E Representatives:

Mary Cooley, Senator Daniel Squadron's office
Elizabeth DeLeon, Small Business Services
Karen He, Assembly Speaker, Sheldon Silver's office
John Leo, Community Board #3
Michael Levine, Community Board #1
Michael Melamed, Small Business Services
Antony Wong, Community Board #2
Pauline Yu, Mayor's Community Assistant Unit

Chinatown Partnership

Wellington Chen
Shu Mei Guan Chow
Lamgen Leon
Tony Wong

The meeting was called to order at 4:10 p.m.

David Louie, former Co-Chair of the BID Steering Committee, welcomed everyone and started the meeting off with a blessing performed by Tony C. Wong. Members of the Interim Chinatown BID Board introduced themselves. Patrick Yau, Co-Chair of the BID Nominating Committee, explained the process on how the Interim Chinatown BID Board was selected.

Small Business Services' Assistant Commissioner Elizabeth DeLeon congratulated everyone, especially Council Member Margaret S. Chin, the BID Steering Committee, the staff of both the Chinatown Partnership and SBS, and all the stakeholders for their hard work in the formation of the Chinatown BID. SBS approved the slate of Interim BID Board Members submitted by the BID Steering Committee. Eddy Eng from SBS will be the representative for the Mayor's office.

Eddy Eng went through the suggested estimated timeline for BID start-up activities:

Governance:

- Incorporate the Not-for-Profit District Management Association, the words "DMA" must be included in the new name (3 months)
- Form Executive Committee: who will formulate BID policies and practices, direct operations, make executive decisions (1 month)
- Form By-Laws Committee to be chaired by an attorney: who will develop BID By-laws that will be adopted by the full board (1 month)
- Prepare and approve good management procedures in (i) fiscal management, (ii) personnel management, (iii) procurement, (iv) communication & outreach, (v) conflict-of-interest, and (vi) record retention (3 months)

Motion to approve the slate of Interim Officers as follows: David J. Louie as Chair, Kenneth Cheng and Michael Salzhauer as Vice-Chairs, Nolan Cheng as Secretary and Tony C. Wong as Treasurer, passed unanimously.

In terms of function, there are two options for the Chinatown BID:

- a) To function as an independent organization and the Executive Committee to hire the Executive Director of the BID.
- b) Hire a contractor such as the Chinatown Partnership and pay for their services. In any case, SBS will guide us on the process, procedure and transition.

However, the BID will need to hire a Project/Program Director immediately to start working on Program Development through things such as sponsorship banners, street fairs, marketing, grants and donations, etc. During the first year of operations, the BID may create a reserve fund of at least 3 months. Other BIDs have reserve funds up to 6 months to even a year.

A list of available committees was distributed to members to sign up for. Committees must be made up of at least three members to be active, and can contain individuals who are not Interim Board Members, especially if they are deemed to have expertise in a particular area. Members of the Finance committee cannot be on the Audit committee. Chairs of each committee will also be on the Executive Committee.

Michael Melamed from SBS continued with the following suggested BID Start-up Activities:

Administration

- Complete VENDEX Questionnaires (1 month)
- Form a Finance Committee who will develop a BID budget for the next fiscal year and monitor actual expenditures in comparison to budget (1 month)
- Form an Audit Committee who will hire a CPA to organize accounts, books and records, prepare tax returns and annual audited financial statements (1 month)
- Verify BID Billing with SBS (by end of January)
- Order a Corporate Seal, Open a BID Bank Account and Set-Up Electronic Deposit with SBS (4 months)
- Establish a BID Office preferably within the BID service area (3 months)
- Sign BID Contract with SBS (3 – 4 months)
- Hold First BID Annual Meeting and elect Permanent Board of Directors (before December 31, 2012)

Program

- Ask the Executive Committee to advertise, interview and hire a BID Project Director (3 months) and prepare a management agreement with CPLDC
- Form a Program Services Committee who will develop and issue RFPs for supplemental services (e.g. sanitation), and a Program Development Committee who will start a sponsorship program (2 – 3months)
- Form other committees such as an Incorporation/Bylaws Committee, Audit Committee, Finance Committee, and Nomination Committee who will plan and oversee the election of a permanent board of directors by the end of 2012.
- Organize a kick-off event / announcement for the BID

SBS would like to join the Audit, Finance and Program Development Committees. SBS asked the BID Finance Committee to determine the effective date of BID assessment billing by February 10, 2012, when the NYC Finance Department will start sending Real Estate Statements to property owners in the BID district by March 2012. The BID assessment will be listed on the statement as part of the charges. The Finance committee, once it has been formed, will convene a meeting to decide when the effective date of the assessment will be, and present it to the Interim BID Board at the February 2012 meeting.

The effective date of the assessment could be July 1, 2011 (beginning of New York City fiscal year and when the Chinatown Partnership started paying for BID services by using its own funds), or October 1, 2011. Board Members agreed to discuss further at the committee levels. The Chinatown BID will not be able to pay for any of its own expenses until late April 2012 at the earliest when the BID's funding hopefully will arrive.

SBS requires that the BID have \$5 million liability insurance coverage, and an optional Director and Officer insurance. David Louie, who is an insurance agent, commented that \$5 million insurance is a substantial amount and will try to negotiate with SBS to bring the quote down to perhaps \$3 million, and the Director and Officer insurance is a must have to protect all the directors, citing a personal incident where legal action occurred after previously serving as a board member of a non-profit organization.

David Louie announced that he would like the Interim BID Board to meet again during the first week of February. The next Interim BID Board meeting is tentatively scheduled for Thursday February 2, 2012, with subsequent meetings to be held once every two months.

Wellington Chen invited members to participate in the January 2012 Chinatown Curbside Management Study workshop organized by the Department of Transportation to be held at the Partnership's office at 60 St. James Place.

The meeting adjourned at 5:20 P.M.