

# MINUTES



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3/34/2021 @ 6:05PM | *Meeting called to order by* President Dr. Rayburn Lewis

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## In Attendance

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- Present (Board): Ms. Shaude' Moore, Mr. Gerald Bradford, Ms. Patricia Hayden, Dr. Rayburn Lewis, Mr. John Yasutake, Mr. Lewis Rudd, Rev. Dr. Phyllis Beaumonte, Dr. Carver Gayton, Dr. Ben Danielson, Mr. Chukundi Salisbury, Mr. Kelly Jefferson
- Staff: James King II, Kathleen Johnson
- Guests: Benita Thomas, Adrian Collins, Amber Lawson, Nicole Czubin

## Approval of the Agenda & Minutes

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- **Addition to Agenda** – Add Retreat Discussion under the Presidents Report.
  - ❖ Motion to accept the Amended Agenda, 2<sup>nd</sup> and approved

### **3/10/2021 Meeting Minutes -**

- Modify Patricia's Hayden name in the Attendance list as its written twice
- "nit" needs to be corrected to "not" in Facilities Report
  - ❖ Motion made to Accept the Amended Report, 2<sup>nd</sup> and approved

## Committee Reports

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### **Finance: *chaired by Mr. Yasutake***

- PROFIT and LOSS: Total Income...\$260,547.37
- Total Expenses...-**\$57,598.45**
- Net Income...\$202,941.92
- BALANCE SHEET: Total Assets...\$242,032.45
- Total Liabilities...-**\$39,089.53**
- Total Equity...\$202,941.92
- Total Liabilities and Equity...\$242,031.45
- CASH FLOWS: Net Income...\$202,941.92
- Adjustments...-**\$15,109.37**
- Cash end of period...\$187,832.55
- **Treasurer Yasutake reported on the search and selection of a "fiscal sponsor". Treasurer Yasutake in concert with the Board's Executive Committee determined that the Urban League of Metropolitan Seattle should be approved as the CDCPDA's fiscal sponsor. The selection of a fiscal sponsor will enable the CDCPDA to solicit and secure donations from various private sources. Questions raised. Motion 2<sup>nd</sup> and Approved.**
  - ❖ Motion to accept the Finance Report – 2<sup>nd</sup> and accepted

**Facilities: chaired by Mr. Bradford**

- No building update for facilities.
- Seattle Colleges and CDCPDA setting up a meeting for transition updates, project status, and reports.
- Project Manager contract is within review with The Green Petrol Group.
- Machinists Apprenticeship Program review given to Programs and Partnerships for continue research.
- Project Manager Presentation delivered to the board 3/24.
  - ❖ Motion to accept the Facilities Report – 2nd and accepted

**Programs & Partnerships: chaired by Co Chairs Patricia Hayden and Lewis Rudd**

- Programs and Partnership Subcommittee members continue to interview board members to get a better picture of McKinney Building Project ideas. Conversations will be summarized and reported back to members when interviews are complete (estimated end of May board meeting)
- Completed interviews- Bradford, Beaumonte, Gayton, Moore, Yasutake, King, Rye and Evans
  - To be scheduled:
    - Kelly Jefferson
    - Ben Danielson (no current contact information for Ben)
    - Rayburn Lewis
    - Rep Sharon Santos
    - Chukundi Salisbury, interview 3/25
- Referrals for long term rental or partnerships –
  - It has been determined that all inquiries for rentals or partnerships will be vetted through CDCPDA staff
  - Immediate request or short term requested will be answered by CDCPDA Executive Board Committee members or staff (ending October 2021)
  - Interest in long term partnerships and programs will be forwarded and answered by PP committee co-chairs, Hayden and Rudd
  - ❖ Motion to accept the P&P Report – 2nd and accepted

**Community Communications: chaired by Kelly Jefferson (Secretary Moore and Chukundi Salisbury gave the update)**

- Call to Action – Chukundi will create a small COA clip to add to the Video Montage
- Design Professional to help us create a palette discussion
- Current Message Board can be utilized – letters are onsite
- Digital Sign Quotes for front of Facility to replace old to brand message to community - Long-term
- 2<sup>nd</sup> Video montage for additional graduates – testimonials/ engaging others
  - ❖ Motion to accept the CC Report – 2nd and accepted

**Government Affairs: chaired by President Lewis**

- EHB 1471 is out committee, passed 9-0. This bill will correct our standing, and give us definition as an instrumentality of the state. If passed this session, it would take effect in late July, 2021.
- Our legislative request for \$15.6M has been significantly reduced in committee. Rep Santos requested additional information, which is the reason for the updated FAQs.
  - ❖ Motion to accept the GA Report – 2nd and accepted

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## Presidents' Report

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- Requests for government officials is still pending. Most positive response has been from King County council member Zahilay.
- We have started the 6-month performance review for the interim executive director, and contract review for Historic South Downtown CPDA. To be completed by April 14 and presented to the whole board.
- In April we will start the search process for a permanent executive director. I am researching search firms owned by Black and other people of color. Preferably Puget Sound based, but obviously including west coast and national firms. The officers will outline the process in an upcoming meeting.
- The officers briefly discussed the decreasing need for twice monthly meetings. It will require a bylaws change, and will be introduced in April.

### **Retreat Discussion -**

- Retreat will be focused on board development: consensus decision making, conflict resolution. Dates include late April and early May.
  - ❖ Motion to accept the Presidents Report – 2nd and accepted

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## Admin & Training

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- IT Training to be removed soon. Board will need to look at a long-term IT Specialist in the future via contracting.
- Board members reminded of Bylaws mandate for attendance.

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## Public Comments

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- All Board members received a copy of the Final Resolution per Mr. Yasutake.
- PHPDA contacted Board for meet/greet and exchange information.

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## Adjournment

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- Meeting adjourned at 7:28PM, Next meeting April 14, 6:00 pm