

**Minutes of the Chinatown District Management Association Meeting
(CDMA – aka Chinatown BID)
June 19, 2012
4:00 – 5:30 PM
@ The Chinese Consolidated Benevolent Association
62 Mott Street
New York NY 10013**

CDMA Interim Board Members Present:

Hei Chan, Kam Man Supermarket, Inc.
Kenny Chan, Fukien American Association, Inc.
Yim Chan, Chinese Consolidated Benevolent Association
Jimmy Cheng, United Fujianese American Association
Kenneth Cheng, Fukien American Association, Inc.
Priscilla Cheung, eRxCity Pharmacy
Stephen Cheung, D.H. Realty & Management
Anthony P. Colombini, Esq., Chu and Partners
Eddy Eng, Small Business Services, Mayor Michael Bloomberg's office
Frank F. Gee, Gee Poy Kuo Association
Peter T. Lau, Confucius Pharmacy
Mabel Law, Comptroller John C. Liu's office
John K. Leo, Community Board #3
Michael Levine, Community Board #1
David J. Louie, Prosperity Enterprises, Inc.
Dr. Chun Ka Luk, Broadway Chinatown Realty
Gabe B. Mui, the American Legion Lt. B.R. Kimlau Memorial Post 1291
Sio Wai Sang, Golden Jade Jewelry
Matt Viggiano, Council Member Margaret S. Chin's office
Antony Wong, Community Board #2
Tony C. Wong, Wong & Co.
Wellman Wu, Kam Man Food, Inc.
Chih-Ping Yu, Lin Sing Association

Chinatown Partnership

Wellington Chen
Lamgen Leon
Tony Wong
Mackenzie Yang

The meeting was called to order at 4:09 p.m.

David Louie welcomed everyone and started the meeting off with the prayer performed by Tony C. Wong.

Motion to approve the minutes of May 3, 2012 passed unanimously.

Wellington reported that the Chinatown BID just received the Incorporation Filing Receipt from Albany and the EIN (Employer Identification Number) from the IRS.

The Conflict of Interest Policy was discussed, and motion to approve it passed unanimously.

Matt Viggiano reported that the City Council clarified that the Chinatown BID's minutes of meeting to be posted on the Chinatown BID's website within 3 business days of the BID's Board approval; he also suggested posting the agenda within three (business) days of the BID meeting.

Motion to approve the posting of the agenda of the BID meeting within three days of the meeting; and to post the BID minutes of meeting within 3 days of the BID's Board approval, both passed unanimously.

The Program Services Committee reported that they have already interviewed 3 of the 4 potential clean street contractors, and the last one will be interviewed on June 20. They inquired the contractors whether they have a local presence, hire locals, and also asked them about hour wages, union issues, emergency plans, etc.

Some members asked the Committee to get feedbacks and recommendations from other BIDs and commended Priscilla Cheung for her hard work. It was mentioned that all these process have not been a one person decision or analysis, but as a committee, and other members are also welcome to join and discuss.

Priscilla also reported about the Holiday Lighting RFI (Request for Information), and that the Committee has also met with a lighting contractor, and the planning and preparation requires at least 3 months. The Chinatown characterization and BID branding was also discussed. It was suggested to have a joint meeting between the Marketing and Program Service Committee to discuss brand, logo, marketing, and wayfinding.

The Fundraising Committee reported the interviewed and preliminary proposal of the fundraising consultant, Mr. Heller and his team; they submitted a proposal with a suggested fee of \$10,000 for a period of 2-3 months to do the following scope of work:

- a. Assist us in clarification of fundraising goals and assessing readiness
- b. Development of an outline for the "case" to convey the storyline.
- c. Development of prospect categories, and where appropriate lists, for 3 segments: individuals, corporate sponsors and foundation grants
- d. Propose fundraising structure for when we are ready to move forward
- e. Propose top line fundraising strategy for each of the 3 segments, identifying key opportunities and a roadmap for success
- f. Fold all of the above into a brief integrated plan that will enable us to move ahead with the next phase

It was suggested to ask if the consultant will work as fee for services (on commission), but Wellington explained that normally fundraising consultants do not work that way. The Board suggested to look for and interview at least 3 other consultants.

The Marketing Sub-Committee will meet next week and will give a brief report at the July meeting.

The By-Laws Committee has had several meetings and will have a final draft by next meeting as well.

The Finance Committee reported that now that we have the Incorporation Filing Receipt and the EIN, they will meet and will decide where to open the bank account and who will be the authorized signatories.

Kenneth Cheng explained that because he frequently travels oversea, he introduces and authorizes Mr. Kenny Chan to be his representative in his absence, and will follow-up with the appropriate procedures.

The next BID Interim Board meeting will be July 5, 2012.

The meeting adjourned at 5:15 P.M.