

**Oakland Chinatown Improvement Council
Interim Board of Directors Meeting # 5
Thursday, November 18th, 2021 – 6:30 p.m.
Hong Fook Center, 1388 Harrison Street, Oakland)
(Conducted in present and via zoom video webinar)**

Present: Kim Carim, Stewart Chen, Ener Chiu, Rick Da Silva, Kam Davies, Karen Dea, Ann Fok, Hal G gin, Anderson Gin, Josephine Hui, Corinne Jan, Stephen Lam, Suzie Lee, Howard Lee, Jennifer Li, Sky Liang, Carol Liao, Ning Liu, Mike Lok, Joe Ma, Michael Moon, Elaine Peng, Raymond Tan, Kenneth Tang, Tony Trinh, Chiaki Ueyama, Douglas Wong, Albert Wong, Peter Yee, Jimmy Zhao, Sara Wynne, Weng Kee Fu

Absent: Ed Collaco, Carl Chan, Esther Hsu, Victor Kuang, Yvette McCoy, Jimmy Lee, Regina Leung, Finnie Phung, Sun Kong, Irene Ko,

Interim Board members removed from the Board due to not joining a Committee or having 3 unexcused absences:

Did not join a committee:

Randy Gee, Yu Tong Li, Jessica Ayden Li, Jenny Wun, Dr. Connie Wun

Unexcused absence 3 times

Jimmy Lee, Regina Leung, Finnie Phung, Sun Kong, Irene Ko

(9 Interim Board members have been removed from the Board, estimated new total of OCIC Board members is 37)

Staff member, Marco Li Mandri, New City America

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken</i>
Introductions	The meeting was called together at 6:40 p.m. with welcoming remarks from Interim President Stewart Chen. CBD Consultant Marco Li Mandri, (New City America) also was present on the head table with Stewart leading the meeting. Secretary Ken Tang called for a verbal roll call from the Board members present both within the room and on the zoom video. A quorum was met. The new quorum for the OCIC is 41 members based upon the removal of 6 today and the resignation of 2 at the October 28 th meeting.	<i>No action taken</i>

Public Comment	Stewart asked everyone to have a moment of silence for the tragic death of Wilma Chan, a leader in the Asian American community in the entire Bay Area. Stewart stated that Chinatown and many thousands lost a dear friend and a great representative for Alameda County with her sudden passing.	<i>No action taken</i>
Presidents report	President Chen made the following updates to the Board: a. On November 8th, he and other Civil Sidewalk Committee members met with the EBMUD security team to coordinate security in the area. Collaboration among all of the public and private security teams in Chinatown is critical. The meeting as very constructive and another will be planned soon; b. On December 7th, the Executive Committee will be issuing the RFP for the new OCIC Executive Director; c. Stewart spoke to DOT of Oakland on the restriping of bus lanes on Broadway which will occur in January and February; d. Stewart met with Dave Brown, who is the temporary replacement for Supervisor Wilma Chan. Dave will not be running in the next election, but Stewart and Marco praised Dave's work in getting the County Board to support for formation of the Chinatown CBD last summer. e. Congresswoman Barbara Lee has confirmed to send a staff member to the OCIC meetings; f. Assemblywoman Bonta has sent a rep to our meeting and Stewart welcomed her attendance;	
Minutes of the October 28th, 2021, Board of Directors meeting	The minutes of the October 28 th , 2021, Interim Board meeting were reviewed. Minor adjustments to name spellings were made.	<i>Hal Gin moved, and Ken Tang seconded approval of the minutes as presented, the motion was approved unanimously.</i>
Executive Committee report:	a. Suzie Lee, the Treasurer stated that she had worked out a format, based upon the management district plan, with budgeted amounts in the 3 categories of special benefit services for the Chinatown CBD. We have not received our first	<i>a. No action taken</i> <i>b. Ener moved to accept the original bylaws of October</i>

a. Treasurer's report – Suzie Lee;	assessments yet so there is no money to report, except for the funds that were transferred to fund beginning operations of the district.	<i>28th, 2021, that were re-distributed to the Board at this meeting.</i>
b. Adopting of OCIC bylaws;	b. Stewart led a long discussion about the new bylaws and deferred to Marco for discussion. There have been many changes to the bylaws by members on a circulated Google Doc. Marco and Stewart had not seen the doc until this morning. Marco stated, in response to a question, that the docs had been reviewed and approved by more than one legal team. Marco stated that it would not be fruitful to discuss wording and bold concepts to be included in the bylaws. Marco and Stewart suggested that the OCIC Board approve bylaws as distributed in October and then fill out the application submittal to the IRS for consideration of the public benefit non-profit status. They also stated that once that was done, a new Bylaws Task Force would be convened probably in January or February to fine tune wording and certain provisions in the bylaws. Once the Task Force had completed its work the updated bylaws would be submitted to the Executive Committee and then to the Board for consideration and approval. A lengthy discussion followed on certain sections of the bylaws, which was understandable since they were 24 pages in length. The process for determining a motion was debated by Board members, with amendments made on the floor to the wording. Stewart again asked if everyone understood that concept of approval and then review with the Bylaws Task Force which would be open to any Board members. The consensus was to move forward with the plan that Stewart and Marco presented. Board members that there were some grammatical and spelling corrections that needed to be made. Marco stated he would do so.	<i>Furthermore, that a bylaws task force be created by the President and the Task Force would report by to the Board in 3 months or by the end of February. Albert Wong seconded the motion. The motion was approved unanimously by a roll call vote by Ken, with 2 members abstaining. Board members approving the bylaws included:</i> (Bylaws vote count with the following people voting yes: Kim Carim, Stewart Chen, Ener Chiu, Rick Da Silva, Kam Davies, Karen Dea, Hal G gin, Anderson Gin, Josephine Hui, Corinne Jan, Stephen Lam, Suzie Lee, Howard Lee, Jennifer Li, Sky Liang, Carol Liao, Ning Liu, Mike Lok, Joe Ma, Michael Moon, Elaine Peng, Raymond Tan, Kenneth Tang, Tony Trinh, Chiaki Ueyama, Douglas
c. Contract with the City	c. Stewart and Marco reported that the City Attorney's office was supposed to give the contract	

d. RFP for administration	to Stewart by today's meeting and they have yet to do so. Discussion followed. d. Marco has written a sample RFP for the District Manager's position. Stewart and the Exec Committee have a copy of it. They seek to have the RFP finalized, translated and be sent out in early December. The return date is January 7th, 2022.	Wong, Albert Wong, Peter Yee, Jimmy Zhao, Sara Wynne)
Committee reports: a. Civil Sidewalks – Ener Chiu: a. RFP for cleaning and security	a. Ener gave an update on the draft RFP for cleaning and security services. He would like to proposal a budget of \$800,000 for the Civil sidewalks allocation for year 1 of the district. The RFP includes the requirement for bi-lingual if not tri-lingual speaking employees as part of the contract awarding procedure. Discussion was also held on the reimbursement of community groups who provided similar services in the past in Chinatown and the ability to pay them with CBD funds for pre-CBD formation activities. Marco discouraged compensating volunteer groups who provided services prior to the adoption of the CBD in July 2021, or without authorization by the interim Board. A thorough discussion followed regarding security, graffiti on private buildings and other issues.	No action taken on this item
District Identity – Hal Gin: a. Update b. Logo contest c. RFP for Social Media d. Website e. Committee Membership f. Wilma Chan Tribute, finding	Hal gave an update on the following issues from the District Identity and Placemaking Committee: a. Hal stated the Committee met on November 5th; b. The discussion of awarding a local group or individual to come up with the new OCIC logo was discussed. Members would like to keep it in the community. c. An RFP for social media/public relations is being finalized by the Committee d. An RFP for website creation is being finalized by the Committee e. Hal gave an update on the number of OCIC members that are participating in the Committee f. Discussion was held on creating a tribute to former Supervisor Wilma Chan who died tragically in a car accident within the past week. Supervisor	No action taken on any of the discussion items

location for gateway sign	Chan was a strong leader in the Bay Area community and her loss touched many supporters in Chinatown. Hal and Marco have been discussion possible locations for a gateway sign dedicated to Supervisor Chan on the entrance (s) to Chinatown. Discussion followed	
Land Use Committee Rick da Silva and Tony Trinh a. Outreach to HOAs b. Committee membership c. City Planning Dept.	Tony Trinh gave an update on the discussions at the Land Use Committee. The Committee seeks to outreach to the various HOA's in the community, wants to increase Committee membership due to the need to review new developments and would like to set up a meeting with the City Planning dept. members to discuss the Community Planning documents that regulate activity in Chinatown. Discussion followed	No action taken on these items
Update on Immediate tasks a. contract with City b. Downtown Oakland parcels	Stewart and Marco gave an update on the following pending tasks: a. Marco and Stewart are working with Nikki's office to make sure that the City gives Stewart the final contract with the City to administer the CBD. No funds will be available until this contract has been signed by all parties. The contract was supposed to be sent to Stewart by this evening's meeting, so far no contract. b. Marco reported that and he and Rick da Silva met with the Council office to discuss the strategy of moving the parcels on the Chinatown side of Broadway to the Chinatown CBD, Discussions on this possible transfer should begin in January.	
Next Meeting	The next meeting of the Interim Board will take place on Thursday evening, January 6 th , 2022, at 6:30 p.m. at a location to be determined.	<i>The meeting adjourned at 8 p.m. sharp</i>

Minutes taken by Marco Li Mandri, New City America