Oakland Chinatown Improvement Council
Interim Board of Directors Meeting # 4
Thursday, November 18th, 2021, 6:30 p.m. – 8:00 p.m.
Hong Fook Center, 1388 Harrison, Oakland

On September 24th, 2021, forty seven interim board members were self-appointed to serve on the newly formed Oakland Chinatown Improvement Council (OCIC) and tasked to oversee the completion of Chinatown Community Benefit District Project until a permanent board is elected to the Council. To further promote transparency and equity , the OCIC interim board has translated and distributed New City America's Final Plan (June 21st version) into Chinese and Vietnamese versions . OCIC interim board will continue to work with our consultant and the City of Oakland to finalize the language and interpretation of the final plan.

AGENDA

1. **Call to Order & Introductions, Roll Call: Interim Secretary Kenneth Kang**

2. **President's Remarks**

3. **Review of Interim Board Minutes, October 28th, 2021,** ***Action Item***

4. **Executive Committee Report:**
   a. Treasurer's report – Suzie Lee, Interim Treasurer - format
   b. Consideration and adoption of OCIC bylaws, comments and feedback from the Board, process after adoption ***Action Item***
   c. Contract between the OCIC and the City of Oakland;
   d. RFP for Administration, to be considered in December
   e. Other

5. **Committee reports:**
   a. Civil Sidewalks – Ener Chiu:
      1. RFP for cleaning and security services – update
      2. Other tasks outlined at October 28th meeting;
      3. Committee membership
      4. Other
   b. District Identity – Hal Gin:
      1. Update from Committee
      2. Idea of the logo contest, RFP
      3. RFP for Social Media and Public Relations
      4. Web site
      5. Committee membership

6. Consideration of reviewing locations as a tribute to Supervisor Wilma Chan

Action Item

7. Process for investigating the cost and location of a new gateway sign

c. Land Use/Project Review: Rick da Silva, Tony Trinh

1. Outreach plan to HOAs, merchant groups
2. Committee membership
3. Update in working with the City Planning Dept.

6. Update on immediate tasks: Stewart and Marco,

a. Entering contract with the City; (November)
b. Meet with the Downtown Oakland CBD to discuss transfer of parcels to Chinatown
c. Other

7. Other

8. Next Interim Board meeting:_____

Oakland Chinatown Improvement Council (OCIC)
Board of Directors Committee Structure – October 2021

Proposed OCIA Proposed Committee	*Functions and Duties*
EXECUTIVE COMMITTEE **Chair: Stewart Chen, President**	Oversees staff and district administration and consulting contracts, corporate finances, insurance, grants, development of budget, Board agendas and meetings, correspondences, outreach, bylaws and Board policies, relations with the Mayor, Council President and Supervisor's office, and public agencies, Board elections, fundraising, etc. Oversees annual election of Board members. Consists of all the officers of the corporation. *Committee members: All of the officers of the corporation*
Civil Sidewalks **Chair: Ener Chiu,**	Oversees in-house or maintenance provider contracts involved in the improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping, personnel, and non-personnel expenses. Relations with OPD and Public Works Dept. *Committee Members:*
District Identity and Placemaking **Chair: Hal Gin**	Projects would include those that market and promote the District or promote positive aspects of Third Avenue Those issues may include branding of the district, public relations, newsletter, special events, website development and maintenance, banner program, streetscape issues including landscaping *design*, tree selection, holiday decorations, visual linkages, new public spaces projects, improvements to public spaces in the district, public art, district walking maps, brochures, social media, pedestrian signage, twitter and Facebook management, etc. *Committee Members:*
LAND USE AND PROJECT REVIEW **CHAIR: Rick Da Silva and Tony Trinh**	a
TASK FORCES	Set up as needed for temporary review of specific projects outside of scope of current Committees. Created by Board action and advisory to the Board.

Timeline and Scope of Services for the new *Oakland Chinatown Community Benefit District* and Creation of a new District Management Corporation for Interim Administration of the District —

The following services would be performed by New City America staff in order to expedite the transfer of funds from the City of Oakland to the new Chinatown CBD Management Corporation by late December 2O21, as well as consolidate the new district management corporation Board of Directors.

Period of Services: **August 15th, - February 15th, 2022**

Tasks to be Performed	*Time Period*	*Comments*
Work with Chamber and CBD leadership to identify critical members of the Interim Board of Directors **St** **Status**	August	We need to ensure broad based support for the corporation based upon large and small property owners, non-profit and commercial and benefit zone 1 and 2 participation
Consolidate Interim Board of Directors	August - September	The Interim Board should meet as soon as possible after August 25th,
Work with Council office to ensure broad based support	August	
Coordinate selection of Interim Board members and election of Officers	September	An open meeting would be held via zoom or in person conducting by New City America. People present would be asked to sit on the interim Board of Directors, elect officers and prepare for the transfer of funds
Set up monthly interim Board meeting schedule	To be Determined	September
Adopt Articles of Incorporation based upon new corporate name	September	Interim Board must approve the articles before they are submitted to the Secretary of State
File with Secretary of State	Late September	

Submit bylaws for review and approval (501c3), prepare application for filing with the IRS	November	Interim Board must approve the bylaws before they are sent to the IRS for review. IRS Review may take up to 3 - 4 months
Present first year CBD budget for review and approval	November	The first year working budget will be based upon the adopted MDP budget
Present Committee Structure, create tasks for committees	November	The Committee structure will reflect the bundles of special benefit services articulated in the Management District Plan
Work with City on contract between Management Corporation and City	October — November	This must be prioritized to ensure that the property tax bill funds are transferred asap
Get contract approved thru City Council	October - November	Working with Micah and team on this processing and adoption
Work with interim Treasurer and officers to set up Bank Account	November	Interim Board to decide who to bank with, work with Treasurer to set up the account.
Solicit via an RFP for the administrator or Executive Director to run the new corporation	December	Under the direction of the Executive Committee
Issue RFP for services (cleaning, security, RFP)	December	This would be done through the Civil Sidewalks Committee and Board
Set up transfer of funds from City to Management Corp	November - December	This would be done with the Council President's office and Micah's office
Get general liability and Directors and Officers insurance quotes	November - December	NCA will present options for insurance
Review options for Administrative Service providers or ED and make recommendations. Review options for Civil Sidewalk services provider. Issues RFPs for both	January - February	The hiring of the Management Corporation administrator the services provider for cleaning and security needs to be in place by the end of January

Period of Services: August 15th - February 15th , 2022