

**Minutes of the Chinatown District Management Association Meeting  
(CDMA – aka Chinatown BID)  
September 6, 2012  
4:00 – 5:30 PM  
62 Mott Street  
New York NY 10013**

**CDMA Interim Board Members Present:**

Kenny Chan, Fukien American Association, Inc.  
Spencer Chan, Chinatown Partnership LDC  
Yim Chan, Chinese Consolidated Benevolent Association  
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  
Philip Lam, Green City Realty, Inc.  
Peter T. Lau, Confucius Pharmacy  
John K. Leo, Community Board #3  
Michael Levine, Community Board #1  
David J. Louie, Prosperity Enterprises, Inc.  
Dr. CK Luk, Broadway Chinatown Realty  
Gabe B. Mui, the American Legion Lt. B.R. Kimlau Memorial Post 1291  
Sio Wai Sang, Golden Jade Jewelry  
William H. Su, Grand Hotel  
Antony Wong, Community Board #2  
Tony C. Wong, Wong & Co. CPA's  
Jimmy Yan, Manhattan Borough President Stringer's Office  
Esther Yang, NYC Comptroller Liu's Office  
Patrick Yau, First American International Bank  
Chih Ping Yu, Lin Sing Association  
Xiao Min Zhou, Councilmember Chin's Office

**Chinatown Partnership:**

Wellington Chen  
Lamgen Leon  
Tony Wong

**Other Guests :**

Binchan Luo, Manhattan Borough President Office

The meeting was called to order at 4:05 p.m.

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

Motion to approve the minutes of August 9, 2012 passed unanimously.

Wellington informed the Board that the BID already received its first Big Belly support of \$6,000 from David Louie, and we are looking for other sponsors. He also reported that the DOT's Wayfinding project will hopefully launch early next year, he also mentioned the Gateway project, and reported on other community discussions such as Nightlife District that some stakeholders and others seem intrigued.

The Marketing Committee reported that they already interviewed 5 firms/individuals and still need to interview a couple more firms. There are 3 major goals for the Marketing firm/individual as follow: 1) Rebranding, 2) Communication/website, and 3) Marketing. We need to decide on the firm/individual ASAP in order for them to start working on the annual report and other marketing materials. They will meet again later to discuss further before making the final recommendation to the board.

In order to facilitate the process and save time, a motion to allow the BID's Executive Committee to hire the marketing individual/firm by the end of September based on the recommendation of the Marketing Sub-Committee passed unanimously.

Since some members expressed interests in joining committee's level discussion, it was decided to notify all members with a brief announcement for all future committee meetings.

The By-Laws Committee once again reminded all members to submit their signed "Conflict of Interest" statement, in order to proceed with the Non-profit status filing. Forms collected at meeting.

The Program Service Committee reported that they finally agreed to re-hire Block-by-Block as the clean street contractor to continue cleaning Chinatown with October 1 as a possible launching date. They are still in contract negotiation, and requested B-b-B to divide the service area in zones for accountability. They also decided to change the color of the uniform to a neon color for identification purpose.

A conversation on the Big Belly trash compactor was discussed regarding cost, location, durability, liability, handle, weight of the bags, sponsorship, etc...

After a lengthy discussion, the motion to authorize the Executive Director with the approval of the Treasurer to order ten Big Belly trash compactors not to exceed \$5000 each unit, passed with 19 in favor and 2 abstention.

The board also instructed the staff to set-up a press event for the announcement and to solicit more sponsors.

The Finance Committee reported that they are in the middle of opening other bank accounts in order to distribute the BID funding. He also reported that the BID already received the first invoice of around \$200,000 of clean streets expenses from the Partnership.

The Space Committee reported that they accepted the counter-offer from the 60 St. James Place landlord and are still waiting for the draft of the lease.

Motion to authorize the Executive Director to sign as a co-tenant with the Chinatown Partnership the lease with Chatham Green passed unanimously.

The Fundraising Committee reported that they still have 2 more interviews to conduct, and so far the two qualified interviewed candidates, one requested a \$20,000 fee, the other \$120,000, we need to find out more and what directions to follow.

Eddy Eng reported that we need to set-up and decide for the top 5 goals for FY 2013 and submit to Small Business Services. He suggested the following: 1) Clean Streets, 2) Holiday Lightings, 3) Advocacy, 4) Marketing and 5) Fundraising. He mentioned that the 5 goals need to be specific, measurable and reasonable, and present the narrative description to the Board at the October meeting.

The following BID procedures were reviewed: a) Financial Management Policy and Procedures, b) Procurement Policy, and c) Outreach Policy.

Motion to approve the above mentioned BID Procedures passed unanimously with the revision on the Procurement Policy on Paragraph (I), Section (E) to follow the language of the approved BID By-Laws as follow: All contracts and service agreements shall be signed by the Chairperson, Vice-Chairperson, Secretary or Treasurer. All contracts and service agreements in excess of \$5,000 shall be signed by any two of the following: Chairperson, Vice-Chairperson, Secretary or Treasurer, or such other person as the Board may from time to time designate.

Wellington also invited all members to attend the following events: “Take Ten” marketing presentation on September 28 by the School of Visual Arts, Moon Cake Festival in Late September, the Marco Polo Day in mid-October and East Meets West Parade; and that the Partnership will promote all these events on our electronic newsletter and website.

Gabe Mui on behalf of the American Legion invited all to attend the 9/11 Candlelight Vigil to be held at Kim Lau Square on September 11, 2012 at 7:00 pm.

The next BID Interim Board meeting will be October 4, 2012.

The meeting adjourned at 5:50 P.M.