



Board Meeting Agenda

Time: 11:30AM – 1:00PM

Date: August 21, 2018

UW Tower, 22 Floor Boardroom

- | | | |
|--|--------------|------|
| 1. Welcome and Introductions | Sally | |
| 2. Public Comment | All | |
| 3. Approval of June Minutes | Sally | VOTE |
| 4. Committee Reports | | |
| a. Finance | Rob/Mark | VOTE |
| i. 2017-18 DRAFT Close | | |
| ii. UDP Budget Approval | | |
| iii. July 2018 Draft Close | | |
| b. Clean & Safe | Don/Marcus | |
| c. Events & Marketing | Andrew/Chase | |
| d. Urban Vitality | Stephen/Mark | |
| e. Economic Development | Mark | |
| f. Governance | Louise | VOTE |
| i. Committee Update | | |
| ii. Election of Eric Lawson | | |
| g. Executive | Sally | |
| i. UDCC Letter | | |
| ii. Ordinance Renewal | | |
| 5. Retirement Plan | Mark | VOTE |
| 6. Marketing and Comm. Presentation | Chase | |
| 7. Adjourn | | |

Upcoming Meetings and Events:

8/25/18	Monthly Cleanup	U Heights Plaza	9:00 – 11:00 am
8/28/18	Events & Marketing Committee	UDP Office	9:00 – 10:00 am
9/05/18	Governance Committee	UDP Office	10:00 – 11:00 am
9/07/18	Finance Committee	UDP Office	10:00 – 11:00 am
9/11/18	Executive Committee	UDP Office	1:00 – 2:00 pm
9/13/18	Clean and Safe Committee	U Heights #109	12:00 – 1:30 pm
9/18/18	UDP Board Meeting	UW Tower	11:30 am – 1:00 pm
9/21/18	BIA Walk	UDP Office	9:00 – 10:30 am
9/25/18	Events & Marketing Committee	UDP Office	9:00 – 10:00 am
9/28/18	Up Your Ave	The Ave	3:00 – 6:30 pm
September	Urban Vitality Committee	UDP Office	TBD

The U District Partnership (UDP) serves all who work in, live in, and visit the U District by fostering and sustaining a vibrant, diverse, and healthy neighborhood for the common good.



Board Meeting Minutes No. 6

Time: 11:30 AM – 1:00 PM

Date: June 19, 2018

Location: UW Tower Boardroom

IN ATTENDANCE:

UDP Board Members

Sally Clark, Co-Chair
Cory Crocker
Louise Little
Jeanette Henderson
Rob Lubin

Andrew McMasters
Theresa Doherty
Pat Simpson
Stephen Antupit
Doug Campbell

Don Schulze
Alfred Shiga, Treasurer
Barbara Quinn, Secretary
Lois Ko

Excused

Miles Richardson, Co-Chair

UDP Staff

Mark Crawford IED

Marcus Johnson C&S

Chase Landrey, CE

Guests

Phil Lloyd
Eric Lawson

Miriam Castro
Andy Sharpe

Ruedi Risler

Sally called the meeting to order at 11:34 a.m.

Public Comment

There was no public comment.

Approval of May, 2018 Meeting Minutes

Motion: Pat moved to approve the May 22, 2018 meeting minutes.

Alfred seconded the motion. Barbara and Jeanette abstained.

The motion was approved.

Committee Reports

Clean and Safe Committee

Marcus included the Clean and Safe report in the board packet.

Events and Marketing Committee

Chase included the Events and Marketing report in the board packet.

Urban Vitality

Stephen included the Urban Vitality report in the board packet.

Executive Committee

Sally updated the board about the discussions at Executive Committee including thoughts around the Short Term Marketing Campaign.

Finance Committee

Alfred presented the May financials.

Motion: Don moved to approve the May financial report.

Andrew seconded the motion.

The motion was approved.

Policy and Procedures Committee

Theresa presented the updated Participation Agreement created by the Policy and Procedure Committee.

Motion: Pat moved to approve the updated Participation Agreement.

Jeannette seconded the motion.

The motion moved to discussion.

Motion: Cory moved to table the motion to the July meeting..

Stephen seconded the motion.

The motion was not approved.

Sally called the original motion to vote.

The motion was approved.

Executive Session

Sally led the board into an executive session.

Personnel

Sally presented a resolution to extend the term of Mark Crawford, the current Interim Executive Director.

Motion: Louise moved to approve the resolution to extend the ED's term.

Theresa seconded the motion.

The motion moved was approved.

Sally tasked the staff to return with a rewritten retirement resolution at the July meeting.

Elections

The Policy and Procedures Committee presented to the board Stephen Antupit, Sally Clark, Cory Crocker, and Louise Little as they seek reelection for a three-year board member term. They were each given two minutes to talk about their candidacy and field questions from the rest of the board members.

Executive Session

Sally led the board into an executive session discussion on each of the board members.

Results

Stephen Antupit. Elected.

Sally Clark. Elected.

Cory Crocker. Not Elected.

Louise Little. Elected

The Policy and Procedures Committee presented Andy Sharpe to the board to consider for election to a three-year board member term. He was given two minutes to talk about his candidacy and field questions from the current board members.

Results

Andy Sharpe. Elected.

The Policy and Procedures Committee nominated for the following board members for open officer positions: Sally Clark for Co-Chair, Lois Ko for Secretary, and Doug Campbell for Treasurer. Additionally, Alfred Shiga nominated Rob Lubin to the office of Treasurer. Nominees were given two minutes to talk about their candidacy and field questions from board members.

Results

Sally Clark for a two-year term as Co-Chair. Elected

Lois Ko for a two-year term as Secretary. Elected.

Doug Campbell for a two-year term as Treasurer. Not Elected.

Rob Lubin for a two-year term as Treasurer. Elected.

2018-19 Budget

Mark presented the proposed 2018-19 baseline budget to the board.

Motion: Don moved to approve a resolution to approve the budget as presented through the month of July 2018.

Jeannette seconded the motion.

The motion moved was approved.

Mark presented several possible scenarios for additional programmatic expenditures and their potential impacts on the 2018-19 budget. The board discussed their preferences and feedback on how best to partner with the UDBIA on these programs.

Sally adjourned the meeting at 1:24 p.m.

NEXT BOARD MEETING: July 17th, 11:30am – 1:00pm, UW Tower Boardroom

The U District Partnership

Balance Sheet Prev Year Comparison

As of June 30, 2018

	Jun 30, 18	Jun 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Operating Bank Accounts			
10110 · WSECU Checking	75,000.00	0.00	75,000.00
10115 · UDP Market Savings-0532	0.00	552.92	-552.92
10105 · UDSF - WF5383	167,794.57	7,794.57	160,000.00
10103 · UDP WF Checking 0122	20,224.77	195,845.20	-175,620.43
Total 10100 · Operating Bank Accounts	263,019.34	204,192.69	58,826.65
10120 · Passthrough Bank Accounts	0.00	5,266.38	-5,266.38
Total Checking/Savings	263,019.34	209,459.07	53,560.27
Accounts Receivable	117,712.49	93,999.58	23,712.91
Other Current Assets	3,532.79	6,478.20	-2,945.41
Total Current Assets	384,264.62	309,936.85	74,327.77
Fixed Assets	4,425.10	281.13	4,143.97
Other Assets	3,358.32	400.00	2,958.32
TOTAL ASSETS	392,048.04	310,617.98	81,430.06
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	64,203.42	23,094.28	41,109.14
Credit Cards	1,662.91	21.57	1,641.34
Other Current Liabilities	22,078.45	19,704.77	2,373.68
Total Current Liabilities	87,944.78	42,820.62	45,124.16
Long Term Liabilities	0.00	2,397.15	-2,397.15
Total Liabilities	87,944.78	45,217.77	42,727.01
Equity			
32000 · Unrestricted Net Assets	265,400.21	295,749.62	-30,349.41
Net Income	38,703.05	-30,349.41	69,052.46
Total Equity	304,103.26	265,400.21	38,703.05
TOTAL LIABILITIES & EQUITY	392,048.04	310,617.98	81,430.06

The U District Partnership
Stmnt. of Activites Budget vs. Actual
June 2018

	Jun 18	Budget	\$ Over Budget	Jul '17 - Jun 18	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
44500 · Government Grants and Contracts							
44430 · BIA Contract	117,224.49	186,556.34	-69,331.85	918,323.94	1,157,533.70	-239,209.76	1,157,533.70
44530 · Other Local Government Grants	3,000.00	3,000.00	0.00	29,000.00	12,000.00	17,000.00	12,000.00
Total 44500 · Government Grants and Contracts	120,224.49	189,556.34	-69,331.85	947,323.94	1,169,533.70	-222,209.76	1,169,533.70
47000 · Earned Income							
47200 · Event Income							
47210 · StreetFair							
47215 · Sponsorships	0.00	0.00	0.00	30,200.00	50,000.00	-19,800.00	50,000.00
47211 · Booth Fees	0.00	0.00	0.00	166,440.28	208,600.00	-42,159.72	208,600.00
47217 · Vendor Fees	0.00	0.00	0.00	1,377.15	0.00	1,377.15	0.00
Total 47210 · StreetFair	0.00	0.00	0.00	198,017.43	258,600.00	-60,582.57	258,600.00
47260 · Up Your Ave							
47265 · Sponsorships	0.00			10,550.00			
Total 47260 · Up Your Ave	0.00			10,550.00			
Total 47200 · Event Income	0.00	0.00	0.00	208,567.43	258,600.00	-50,032.57	258,600.00
Total 47000 · Earned Income	0.00	0.00	0.00	208,567.43	258,600.00	-50,032.57	258,600.00
46400 · Interest and Other							
46430 · Miscellaneous Revenue	0.00	0.00	0.00	550.49	0.00	550.49	0.00
Total 46400 · Interest and Other	0.00	0.00	0.00	550.49	0.00	550.49	0.00
Total Income	120,224.49	189,556.34	-69,331.85	1,156,441.86	1,428,133.70	-271,691.84	1,428,133.70
Gross Profit	120,224.49	189,556.34	-69,331.85	1,156,441.86	1,428,133.70	-271,691.84	1,428,133.70
Expense							
60000 · Staffing							
60100 · Wages & Salaries Expense	19,029.78	33,452.11	-14,422.33	301,699.14	414,425.24	-112,726.10	414,425.24
60020 · Payroll Taxes	2,481.44	3,273.57	-792.13	28,417.20	42,432.79	-14,015.59	42,432.79
60030 · Benefits to/for Employees	957.87	2,148.94	-1,191.07	16,077.53	26,187.29	-10,109.76	26,187.29
Total 60000 · Staffing	22,469.09	38,874.62	-16,405.53	346,193.87	483,045.32	-136,851.45	483,045.32
61000 · Professional & Contract Expense							
61100 · Accounting Fees	2,000.00	2,198.33	-198.33	41,745.00	50,380.00	-8,635.00	50,380.00
61200 · Legal Fees/Other	4,128.85	2,435.10	1,693.75	6,743.85	2,435.10	4,308.75	2,435.10
Total 61000 · Professional & Contract Expense	6,128.85	4,633.43	1,495.42	48,488.85	52,815.10	-4,326.25	52,815.10
62000 · Office and Overhead							
62100 · Rent, Parking, Utilities	2,788.50	3,789.67	-1,001.17	37,217.04	46,476.04	-9,259.00	46,476.04
62200 · Insurance Expenses	286.15	433.33	-147.18	4,271.32	5,200.00	-928.68	5,200.00
62300 · Office Equipment	110.10	2,477.25	-2,367.15	5,882.64	8,249.79	-2,367.15	8,249.79
62400 · Supplies Expense	616.21	416.67	199.54	6,598.60	5,000.00	1,598.60	5,000.00
62500 · Travel and Meetings	347.52	833.33	-485.81	3,952.46	10,000.00	-6,047.54	10,000.00
62600 · Telephone, Telecommunications	317.88	429.75	-111.87	3,879.02	5,307.00	-1,427.98	5,307.00
62700 · Technology and Software	77.07	166.67	-89.60	2,615.98	2,000.00	615.98	2,000.00
62800 · Dues and Memberships	0.00	125.00	-125.00	940.00	1,500.00	-560.00	1,500.00
62900 · Postage, Mailing Service	51.04	216.67	-165.63	2,834.05	2,600.00	234.05	2,600.00
63000 · Printing and Copying	407.01	25.00	382.01	1,604.45	300.00	1,304.45	300.00
63100 · Permits & Registration Fees	0.00	116.67	-116.67	321.00	1,400.00	-1,079.00	1,400.00
63200 · Business & Occupation Tax	0.00	0.00	0.00	4,129.45	4,000.00	129.45	4,000.00
63300 · Staff Development	0.00	166.67	-166.67	0.00	2,000.00	-2,000.00	2,000.00
63400 · Interest Expense - Copier Lease	0.00	272.92	-272.92	1,713.21	3,375.00	-1,661.79	3,375.00
63500 · Moving Expenses	0.00	0.00	0.00	34.15	0.00	34.15	0.00
63600 · Banking and Service Fees	28.90	25.00	3.90	509.59	300.00	209.59	300.00
63700 · Misc. Office Operations	0.00	41.67	-41.67	0.00	500.00	-500.00	500.00
63800 · Depreciation Expense	584.45			865.58			

The U District Partnership
Stmnt. of Activites Budget vs. Actual
June 2018

	Jun 18	Budget	\$ Over Budget	Jul '17 - Jun 18	YTD Budget	\$ Over Budget	Annual Budget
Total 62000 · Office and Overhead	5,614.83	9,536.27	-3,921.44	77,368.54	98,207.83	-20,839.29	98,207.83
70000 · Direct Program Expenses							
70100 · Clean and Safe Contracts	10,136.00	11,500.00	-1,364.00	143,392.46	147,329.35	-3,936.89	147,329.35
70200 · Community Beautification	26,488.25	18,988.25	7,500.00	149,089.67	141,560.89	7,528.78	141,560.89
70300 · Advertising and Marketing	28,443.82	27,938.93	504.89	46,615.80	49,438.60	-2,822.80	49,438.60
70400 · Studies, Strategy & Implement.	0.00			19,995.00	15,000.00	4,995.00	15,000.00
70500 · Ambassador Program	6,792.79	6,792.79	0.00	63,544.03	63,544.03	0.00	63,544.03
70600 · Youth Employment - Contract	10,270.96	7,970.96	2,300.00	20,070.96	35,470.96	-15,400.00	35,470.96
70700 · Other Program Contract Services	1,629.37	64,661.28	-63,031.91	45,590.00	78,861.28	-33,271.28	78,861.28
80000 · Event Expenses	11,975.70	0.00	11,975.70	157,389.63	185,660.00	-28,270.37	185,660.00
Total 70000 · Direct Program Expenses	95,736.89	137,852.21	-42,115.32	645,687.55	716,865.11	-71,177.56	716,865.11
Total Expense	129,949.66	190,896.53	-60,946.87	1,117,738.81	1,350,933.36	-233,194.55	1,350,933.36
Net Ordinary Income	-9,725.17	-1,340.19	-8,384.98	38,703.05	77,200.34	-38,497.29	77,200.34
Net Income	-9,725.17	-1,340.19	-8,384.98	38,703.05	77,200.34	-38,497.29	77,200.34

2017-18 University District BIA

Budget Tracker - July 1 Through June 30, 2018

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Personnel	Non-Personnel	Jul	Aug	Sep
Program Management	199,706	155,596.81	44,109	77.9%	61,054.72	94,542.09	\$ 11,225.22	\$ 10,449.28	\$ 10,106.98
Community Engagement	41,343	39,003.87	2,339	94.3%	32,596.68	6,407.19	\$ 6,018.49	\$ 4,814.28	\$ 8,393.41
Cleaning and Public Safety	415,946	332,283.22	83,663	79.9%	107,684.89	224,598.33	\$ 23,415.91	\$ 36,349.53	\$ 33,245.37
Events and Marketing	69,419	32,833.17	36,586	47.3%	30,954.55	1,878.62	\$ 7,745.63	\$ 5,825.00	\$ 2,443.13
Economic Development	57,510	62,825.78	-5,316	109.2%	38,000.17	24,825.61	\$ 2,150.44	\$ 3,329.18	\$ 1,693.03
Urban Design & Planning	71,748	46,129.18	25,619	64.3%	40,850.49	5,278.69	\$ 4,784.43	\$ 4,705.80	\$ 4,545.76
One Time Expenditures	310,790	249,916.22	60,874	80.4%	-	249,916.22	\$ -	\$ 2,500.00	\$ 9,000.00
Total Requested	1,166,462	918,588.25	247,874	78.7%	\$ 311,141.50	\$ 607,446.75	\$ 55,340.12	\$ 67,973.07	\$ 69,427.68

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Program Management	\$ 9,310.33	\$ 17,148.54	\$ 16,364.35	\$ 11,754.11	\$ 12,916.91	\$ 12,762.60	\$ 15,252.82	\$ 13,499.08	\$ 14,806.59
Community Engagement	\$ 4,468.01	\$ 1,563.91	\$ 1,599.57	\$ 1,818.84	\$ 1,639.21	\$ 1,869.22	\$ 2,260.87	\$ 3,380.85	\$ 1,177.21
Cleaning and Public Safety	\$ 30,944.84	\$ 34,617.45	\$ 24,263.73	\$ 37,441.88	\$ 20,753.69	\$ 24,977.45	\$ 23,893.42	\$ 18,656.16	\$ 23,723.79
Events and Marketing	\$ 2,849.92	\$ 2,107.52	\$ 1,512.48	\$ 1,927.21	\$ 1,836.12	\$ 1,753.57	\$ -	\$ 191.42	\$ 4,641.17
Economic Development	\$ 3,982.01	\$ 10,081.51	\$ 1,378.09	\$ 3,497.20	\$ 4,827.20	\$ 8,266.58	\$ 12,465.45	\$ 4,745.36	\$ 6,409.73
Urban Design & Planning	\$ 3,297.21	\$ 325.28	\$ 1,321.06	\$ 3,439.34	\$ 4,770.19	\$ 4,770.19	\$ 4,749.20	\$ 4,710.36	\$ 4,710.36
One Time Expenditures	\$ -	\$ 23,815.05	\$ 2,722.42	\$ 14,307.71	\$ 13,600.00	\$ 32,771.50	\$ 23,908.06	\$ 66,021.53	\$ 61,269.95
	\$ 54,852.32	\$ 89,659.26	\$ 49,161.70	\$ 74,186.29	\$ 60,343.32	\$ 87,171.11	\$ 82,529.82	\$ 111,204.76	\$ 116,738.80

June 30, 2018 Financial Statements

Variance Reports

Balance Sheet

Checking Balance – Shows the transfer process of funds from Wells Fargo to WSECU. We will continue to transfer through August and then leave the WF account with a small balance for 30-60 days to make sure we cover any slow incoming checks we have sent out.

Accounts Receivable – Approximately \$30,000 less than the May close. The BIA payment due at \$108,224 is the lion's share of the balance. We are still waiting for Metro PCS fair sponsorship payment - \$5,000 and a \$3,000 balance on the SPU Utilities grant for graffiti removal.

Fixed Assets – New Copier

Accounts Payable – a decrease of approximately \$85,000. About \$58,000 of the payables are current and about \$6,000 is 1-30 day. Usual major payables include Recology at \$18,944, Securitas at \$6,793, Bold Hat for street fair at \$8,714, Catalyst HR (for rewriting the personnel handbook) \$1,694, Sanctuary Arts (final contract payment) \$4,800, Roots Young Adult Shelter (one-time expense) - \$5,471, Seattle CFO – monthly accounting billing - \$2,000 and two payables for the IT work - \$835 and \$693.

Other Current Liabilities – Accrued vacation \$9225, accrued payable for signal box work \$10k, deferred revenue (prepaid storage rent from KUOW) \$1,650 payroll taxes \$1203

Statement of Activities

Income

BIA Contract - lower expenses led to lower reimbursements.

Event Income – Sponsorships – made cash goal – deficiency is an in kind projection and is matched by a lack of in kind expense. Total booth and vendor fees came in about \$41,000 less than originally budgeted. Up Your Ave sponsorship at \$10,550 was not budget so that is appositive variance. Total cash event income for year is about \$30,000 less than budgeted.

Expense

Salaries – Economic Development position and part time Office Manager vacant.

Professional and Contract Expense – HR and IT consultant work.

Rent, Parking, Utilities – final month of savings for fiscal year on new lease.

Office Equipment – Copier service, computer upgrades, VOIP phones

Travel & Meetings – final month of variance from original budget which assumed travel that was not specifically planned.

Printing and Copying – included printing costs for mailings to ratepayers for annual meeting.

Community Beautification – included one-time expenditures for Special Olympics

Youth Employment Contract- catching up on contract payment before year end

Other Program Contract Services – represents the remainder of the original one-time expense authorization that was not spent.

Event Expenses – Street Fair.

Baseline FY 2018-19 Budget Draft

	FY 2019	Program	Clean and	Urban	Economic	Community	Events and	Street	UDP			
	Total	Management	Safe	Vitality	Develoment	Marketing	Engagement	Activation	Fair	General		
Ordinary Income/Expense												
Income												
Government Grants and Contracts	934,866	207,383	437,966	31,506	112,227	41,376	77,169	27,240	0	0		
Event Income	260,000	0	0	0	0	0	0	10,000	250,000	0		
Interest and Other	0											
Total Income	1,194,866	207,383	437,966	31,506	112,227	41,376	77,169	37,240	250,000	0		
Expense												
Staffing	500,758	57,796	139,088	31,506	108,727	41,376	67,189	12,040	43,036	0		
Professional & Contract Expense	85,400	85,400	0	0	0	0	0	0	0	0		
Office and Overhead	89,966	64,187	5,400	0	3,500	0	9,980	200	6,700	0		
Direct Program Expenses												
Clean and Safe Contracts	162,882	0	162,882	0	0	0	0	0	0	0		
Community Beautification	34,315	0	34,315	0	0	0	0	0	0	0		
Advertising and Marketing	0	0	0	0	0	0	0	0	0	0		
Studies, Strategy & Implement.	0	0	0	0	0	0	0	0	0	0		
Ambassador Program	85,281	0	85,281	0	0	0	0	0	0	0		
Youth Employment Contract	10,000	0	10,000	0	0	0	0	0	0	0		
Other Program Contract Services	42,500	0	0	0	0	0	0	0	0	42,500		
Event Expenses	186,000	0	1,000	0	0	0	0	25,000	160,000	0		
Total Direct Program Expenses	520,978	0	293,478	0	0	0	0	25,000	160,000	42,500		
Total Expense	1,197,102	207,383	437,966	31,506	112,227	41,376	77,169	37,240	209,736	42,500		
Net Income	(2,236)	0	0	0	0	0	0	0	40,264	(42,500)		
Beginning UDP Net Assets	302,668					Beginning BIA Available Cash (After Reserve)					178,367	
Board Designated Reserve	(160,000)						Receipts					835,373
Beginning UDP Net Assets After Reserve	142,668						Disbursements					(922,866)
Forecasted Net Income	(2,236)					Ending BIA Available Cash (After Reserve)					90,874	
Ending UDP Net Assets (After Reserve)	300,432											

The U District Partnership

Balance Sheet Prev Year Comparison

As of July 31, 2018

	Jul 31, 18	Jul 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Operating Bank Accounts	282,572.50	233,286.93	49,285.57
10120 · Passthrough Bank Accounts	0.00	5,266.39	-5,266.39
Total Checking/Savings	282,572.50	238,553.32	44,019.18
Accounts Receivable	58,635.66	87,948.12	-29,312.46
Other Current Assets	3,191.44	5,840.60	-2,649.16
Total Current Assets	344,399.60	332,342.04	12,057.56
Fixed Assets	4,425.10	0.00	4,425.10
Other Assets	3,358.32	400.00	2,958.32
TOTAL ASSETS	352,183.02	332,742.04	19,440.98
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	29,346.21	40,055.31	-10,709.10
Credit Cards	108.41	679.81	-571.40
Other Current Liabilities	20,923.39	24,115.63	-3,192.24
Total Current Liabilities	50,378.01	64,850.75	-14,472.74
Long Term Liabilities	0.00	1,816.58	-1,816.58
Total Liabilities	50,378.01	66,667.33	-16,289.32
Equity			
32000 · Unrestricted Net Assets	304,103.26	265,400.21	38,703.05
Net Income	-2,298.25	674.50	-2,972.75
Total Equity	301,805.01	266,074.71	35,730.30
TOTAL LIABILITIES & EQUITY	352,183.02	332,742.04	19,440.98

The U District Partnership
Stmt. of Activities Budget vs. Actual
July 2018

	Jul 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
44500 · Government Grants and Contracts	65,312.56	71,488.34	-6,175.78
47000 · Earned Income	0.00	0.00	0.00
46400 · Interest and Other	0.00	0.00	0.00
Total Income	65,312.56	71,488.34	-6,175.78
Gross Profit	65,312.56	71,488.34	-6,175.78
Expense			
60000 · Staffing	32,244.47	34,570.93	-2,326.46
61000 · Professional & Contract Expense	2,000.00	2,450.00	-450.00
62000 · Office and Overhead	7,316.91	8,441.18	-1,124.27
70000 · Direct Program Expenses	26,049.43	28,327.93	-2,278.50
Total Expense	67,610.81	73,790.04	-6,179.23
Net Income	-2,298.25	-2,301.70	3.45

- We did not have our regular monthly Clean and Safe Committee Meetings in July or August. We will be returning to our regular schedule on September 13th from 12-1:30pm at the University Heights Center, Room 108.
- Following the UDP approval in June, the UDBIA Board approved expanding our services to include a full time mental health outreach worker doing assertive outreach in the neighborhood for an initial 18-month period. We continue to work with REACH, moving towards a January launch to our full time mental health outreach. We will continue to update you as that process progresses.
- Elm Grove, the company that did our Pilot Cleaning Area last year, did work for us June into July for the Special Olympics to make sure our entire neighborhood was ready for the guests from all around the country coming for the games. Elm Grove did a phenomenal job and were asked if they would be interested in submitting a bid for our North and South Cleaning areas. We are excited to announce that we have accepted their bid. Given our history with them, we know they do great work. The bid offers a substantial savings to our annual cleaning budget. We are also ecstatic that Elm Grove is willing to cobrand with us; their employees will be wearing our branded workwear and their trucks will have our branding on it. Please join us in welcoming Elm Grove as they begin on September 1st.
- We held our BIA walk on July 20th. Recology opted out of the August BIA Walk so it was canceled. If you are interested in learning more about the day-to-day operations of our North and South Cleaning Areas, you are encouraged to come to our September BIA Walk on Friday, 9/21. We meet at 9:00 am in the UDP Conference Room. It will be our first BIA walk with our new contractor, Elm Grove.
- Marcus participated in an interview panel for the new Seattle Police Department's new Chief of Police in July.
- We held community cleanups on June 30th and July 28th. Both cleanups were very well attended. Thank you to everyone that was able to make it out to these awesome events. Special thank you to Miles for providing his employees to help make these events a huge success.
- We had the U District Night Out Event on August 7th. We had over 100 people show up to eat Sweet Alchemy Ice Cream (THANK YOU, LOIS!), chat with our SPD and UWPD, meet members of the Mayor's office including Deputy Mayor Mike Fong, and hear from

several of our local nonprofits - U District Let's Go, U District YMCA, U District Food Bank, U Heights Center, U District Farmers Market, Trailhead Direct, Northwest Boy Choir, and Academy for Precision Learning. We had an awesome time listening to live music by Champagne Sunday and Broadway Bound.

- The Ambassador's had a great win this month. The Ambassadors were on their regular patrol when they noticed an unusually parked vehicle with a person they have had regular interactions with in the past. They called 911 to report the suspicious behavior and it turned out that the vehicle was stolen. The person who owned the vehicle was happy to have their car back and the police were able to arrest the car thief.
- We continue to provide Crime Prevention through Environmental Design (CPTED) reviews around the neighborhood. Marcus has done formal reviews of an apartment complex on 8th as well as the University Heights Center. Marcus also had a chance to review and give guidance on the design of a pocket park a developer is placing next to their building before they took the design to their Early Design Guidance meeting of the NE Design Review Board.

Upcoming Clean and Safe Events and dates:

Community Clean Up Event	August 25 th (9:00-11:00am, meet @ U Heights Plaza)
Next C&S Meeting	September 13 th (12:00-1:30pm @ U Heights, Room 108)
BIA Walk	September 21 st (9:00-10:30am, meet @ the UDP Conference Room)

- Continuing Social Media Outreach – Social media outreach has continued to steadily grow. Facebook is up to 1,231 people liking our page. Our twitter now has 629 followers and Instagram has jumped up to 187 followers. Many of these new people found us through our increased StreetFair posting schedule and, our new Communication Coordinator, Jen's consistent attention. Additionally, each month I am boosting our newsletter out to a 2-mile radius and that is also drawing in more subscriptions. This has brought our newsletter subscription list up to 671 people.
- Updates to our Communications – Jen has been hard at work implementing some much needed updates to our email communication strategy. First, we have moved to a new email marketing platform, Mail Chimp. We have also changed Friday Cheers to the the UDP Weekly Update, which now goes out every Thursday, except during the week of the newsletter. This allows us to tell our subscribers about great weekend events in the neighborhood with enough time to actually plan on attending and is presented in a cleaner more professional format. The July UDP Newsletter was the first to be on this new platform as well. We have changed the design to a simpler easier to read single column. Multiple new sections have been added to provide a broader selection of content, such as a construction update, business stories, and Crime Prevention Through Environmental Design (C.P.T.E.D.) tips, by Marcus. Each of these sections provides additional interesting information to our community and shows off another facet of the many services we provide.
- YoU Find Summer Music Series – This summer we have been working with Gigs4U to bring paid professional musicians to the Ave and Roosevelt Way NE. These performances create a fun atmosphere for visitors to the Farmers Market and local businesses. On Saturdays, musicians play at 4747 University Way just south of the Farmer's Market. During the week performances will alternate between Tuesdays 12-2 in the Parklet (corner of 42nd & University Way) and Wednesdays 12-2 on the steps to the library (5009 Roosevelt Way NE). We have been tweaking the lineup and music styles at each of these locations to see which work best for the neighborhood.
- Special Olympics USA Games – We worked with the Special Olympics, and U District Let's Go to welcome the athletes and visitors to our neighborhood and show them the best our business district has to offer. As the capstone of our Short Term "YoU Find" Marketing Campaign, we reached out to those attending on several fronts. First we created targeted ads for the different categories of retail businesses and published them on pages that visitors to that event would be likely to visit. These ads directed them to udistrict.buzz, where they could find information about neighborhood and links to all our retail businesses. Through social media, we published promoted posts in a small geographic area around our neighborhood about our businesses. These posts were also shared with our partners' accounts to maximize the audience. Finally, we took our digital ads to the streetscape. Our YoU Find logo and information was placed throughout the U District on banners, flags, flyers, and signs in places that were expected to get the most foot traffic.
- Park(ing) Day – We will be joining U District Let's Go to help activate their space during Parking Day this year. The annual event will take place on Friday September 21st and will be located on 42nd Street on each side of the Ave. Their proposed design includes converting two parking spaces south of Café on the Ave into an outdoor dining and musical performance area from 11 am to 4 pm. This will be another chance for us to meet students as they get ready to start their new school year and tell them about the great work we have been accomplishing.

- Up Your Ave – This event will once again close out the week of Dawg Daze celebrations on the first Friday of the University of Washington’s new school year (September 28th). That afternoon, expect to see over 1,000 students travelling up the Ave and collecting stamps in their passports from participating businesses. Many business offer them free food, deals, swag, or activities when they have them in their store. This year, we are making a major improvement to the event and are challenging students to go all the way up the Ave. Our finish line for 2018 will be our Party in the Park at Cowen Park. This is where they will take photos, listen to live music, meet our sponsors, and play games in the park into the evening. We will also be handing out our highly sought after Up Your Ave t-shirts to everyone who collects enough stamps in their passports. This increased distance allows us to introduce more students to our great North Ave businesses and since 2018 will be the largest freshman class in the history of the UW, we plan on seeing more students participate this year than ever before! It’s free for businesses to sign up to participate and now they can do so quickly and conveniently online at: bit.ly/UpYourAve2018
- Events in the Pipeline:
 - Events & Marketing Committee 08/28 9:00 am @ UDP Office
 - Events & Marketing Committee 09/25 9:00 am @ UDP Office
 - Parking Day 09/21 11:00 am @ 42nd and the Ave
 - Up Your Ave 9/28 3:00 pm @ The Ave

Urban Vitality Committee Report

Committee Chair – Stephen Antupit

Staff – Mark Crawford, Chase Landrey, Evan Morse

Organizing the Committee - Holding final scoping meeting for Urban Vitality meeting on August 23rd with invited board members and staff. Inviting members to join committee for first official meeting in September. The committee will have an advisory role to assist the Chair and staff in their Urban Vitality work.

Committee Scope – There is a lengthy list of possible subjects/issues for the committee to tackle. Topics range from (but are not limited to)

- Mobility Plan Follow Up
- 43rd Street Redesign
- Development tracking and engagement
- * Sell off of church properties and the resultant effect on social service providers
- Potential Sound Transit and publically owned property vacancies
- Early Design Guidance Outreach services
- U Loo Project
- Arts Overlay District
- Incentive Zoning Language, including Cultural Space addition
- 45th Street Rapid Ride Discussion
- Repave and Bike Lane addition tracking and engagement
- Traffic Counts

After the committee meets, a more specific list of final tasks will be presented.

Activities to Date

- 1) Met with Janet Schull from OPCD about the progress on the U District Design Guidelines Update. Provided final feedback on the proposed guidelines. Suggested she hold and then we partnered with her to hold an informational community meeting at the Pineapple Café. Had approximately a dozen community members (including Children's Hospital representatives and UDP Board members – both past and present. attend to provide comment and learn more about final adoption process. Tracking remaining steps to City Council approval.
- 2) Staff securing an agreement to serve as fiscal sponsors for the Friends of Christie Park for their art installation (stainless steel traditional Taiwanese boats). We are excited to partner on this amazing addition to the U District landscape and the activation of this part into a more robust and community friendly space.

- 3) Meeting with Caylyn Rolph- Tate, Seattle Mayor's Office representative about UDP's work. Was delighted that, in follow up, Deputy Mayor Fong and Acting Director of OED Rebecca Lovell attended our Night Out event.
- 4) Meeting with A.J. Carl, Business Finance Advisor, OED, to discuss ways to better partner in support of U District businesses. A particular focus of the discussion was providing assistance to businesses impacted by City construction projects.
- 5) Have met with three separate developers and/or attended their public project introduction meetings (M project on Brooklyn, CORE project on Brooklyn, and Barrientos Ryan project on 45th) about proposed building projects. Have provided input on design, public safety and utilization of proposed retail spaces.
- 6) Multiple meetings with ACC representatives to talk about more engagement of that company in U District Partnership programs.
- 7) Attended Early Design Guidance meetings of the Northeast Design Review Board for all three projects – offering testimony where appropriate.
- 8) Reviewed and commented on draft of U District Mobility Plan Executive Summary and Summary of Recommendations. Currently reviewing full plan before submission to Mayor's Office and to Councilman Johnson. Will bring plan to Urban Vitality Committee for possible comment. Will attend presentation meeting.
- 9) Met to discuss potential exploration of pursuing an "arts overlay" for the U District as a means to create incentives for arts related developments and amenities.
- 10) Presented to the U District Rotary
- 11) Working on plan to refurbish existing kiosks.
- 12) Continued work with U District Let's Go on several projects
 - a. Updated U District Transit Map
 - b. Transit talks
 - c. Bike team giving wayfinding and directions during Special Olympics



Economic Development Committee August 2018 Update

Economic Development Staffing- COMPLETE

The recruitment of an Economic Development Manager was completed in July. We are pleased to welcome Evan Morse to the team. Evan started on August 1st and has jumped right in, attending many of our external meetings, meeting folks in the district, and reviewing materials and past UDP work relative to the Economic Development portfolio.

Economic Development Committee

The recruitment of an Economic Development Committee has begun. The U District Partnership's Economic Development Committee is an advisory committee to the UDP Board and Staff. We seek leaders from the district who share a vision of an environment where businesses can launch, grow and flourish. We seek leaders who are committed to working with the UDP to make this vision a reality. Bringing their specialized sector expertise and passion to the committee, these leaders will help the UDP support existing businesses and attract new business for the purpose of further building and sustaining a vibrant, diverse and healthy U District.

We are looking to populate this committee with representatives from sectors like finance, development, ownership, business on the Ave, business off the Ave, the hospitality and service industries, and real estate. Recruitment has begun and we thank Miles and Rob for agreeing to serve as UDP Board members on the committee.

Looking Ahead – Work Plan

Evan has drafted a preliminary work plan framework for Economic Development for the remainder of 2018. We are focused on putting some basic foundation pieces in place (like establishing the committee, researching current and past UDP work on economic development issues and projects). We will quickly move into three 90 day phases with specific targets and metrics. The Economic Development Committee will review the framework at their first meeting.

Looking Ahead – Gap Analysis

A written assessment of the existing economic development data and tools is underway. A proposal to address gaps between the data and tools that exist versus those that are needed will be presented to the Economic Development Committee at their first meeting.

Hello Aaron and Sally,

Thank you for your informative presentation this morning at the CAO meeting!

Please forgive my immodesty: I'm very enthusiastic about submitting my own name as a candidate for board service on the UDP -- and potentially other U-District CBO's.

A bit about me: I live in Montlake. Both my wife and I work in the U-District and spend quite a bit of time on campus and it's surrounds in our free time. I used to drive the "Street Links" van many years ago; an after hours (9pm-3am) mobile human-services vehicle that served homeless youth in the u-dist and capitol hill. We would partner with "Safe Links" which provided medical services via volunteer M.D.'s from UW Med school.

I've been under-engaged recently and would be glad to have my energy harnessed for a higher cause. Also I'm not afraid of lifetime commitments :) Would be delighted to talk more.

Very best to you both, -Eric

--

J. Eric Lawson

Assistant Dean for Advancement

College of Education, University of Washington Box 353600, Seattle, WA 98195 desk:(206)685-2678,
[REDACTED]

J. Eric Lawson

PROFESSIONAL MISSION

Maximize the impact of community based organizations and institutions of higher education dedicated to creating better futures.

CORE STRENGTHS

- **Strategic Thinker:** Incisive and creative thought partner, adept at visioning and designing solutions to organizational challenges
- **Inspirational Leader:** Clear communicator and motivational manager, experienced at building and sustaining positive team dynamics
- **Skilled Fundraiser:** Lengthy history of leading record-setting campaigns, securing private support for diverse range of organizations and programs

PROFESSIONAL EXPERIENCE

Assistant Dean for Advancement, College of Education

April 2010 to Present

University of Washington, Seattle, WA

- Lead integrated advancement team of nine; driving external relations, fundraising, and marketing and communications efforts for the nation's third-ranked public college of education.
- Lead \$100M "Be Boundless" campaign to resource the college's strategic vision, manage portfolio of campaign's highest value prospects, invite investment in key educational outcomes.
- Collaborate with Ambassador Board; partner with business and community leaders to reputation-build, develop key stakeholder relationships and advocate for the college through formal and informal channels.
- Partner with college faculty members and students across five academic departments and ten centers of excellence to design tailored campaigns to attract and retain human resources and bolster emerging initiatives.
- As member of Dean's executive leadership team, contribute to institutional strategic planning, budgeting, curriculum, hiring, facilities and research decision making.

Associate Director for Advancement, Southern California

May 2006 to April 2010

University of Washington, Seattle, WA

- Led the University of Washington's development and alumni relations efforts in Southern California, directing and overseeing all advancement activities in the region.
- Secured private funding for all schools and colleges by identifying, cultivating, soliciting and stewarding major, leadership and principal gifts (\$100,000 +).
- Collaborated with colleagues across the University, both within and outside of advancement, to provide positive donor experiences and in-depth engagement with the University.
- Provided strategic leadership to deans, faculty, and University leadership, designing and implementing regional advancement programs, events and individual visits.
- Independently managed budget for outreach, travel and cultivation activities.

Chief Development Officer

May 2003 - April 2006

Hearing, Speech & Deafness Center, Seattle, WA

- Developed and implemented strategic fundraising plan to support the Center's long-term goals. Directed development staff of three, driving exceeding year-over-year fundraising goals.
- Grew the Center's major giving, capital, and endowment campaigns through grant writing, individual solicitation, event planning, and corporate giving efforts.
- Managed campaign messaging and stewarded high-leverage donor and volunteer relationships
- Provided executive leadership, developing organizational plans, budgets, policies and procedures.

Campaign Manager

August 1999 - May 2003

United Way of King County, Seattle, WA

- Led development efforts in the Architecture, Construction, Engineering and Real Estate industries, working with the Puget Sound area's largest employers in those sectors.
- Portfolio raised \$6,900,000 during 2002-2003 campaign.
- Collaborated with executive level leadership and volunteers to develop fundraising strategies
- Managed teams of volunteer executives; ran successful workplace campaigns
- Designed and facilitated trainings for internal staff and outside volunteers.

Canvass Manager

August 1994 - August 1999

Washington Citizen Action, Seattle, WA

- Led fundraising and membership renewal efforts for Washington State's largest grassroots lobbying organization. Helped drive membership to exceed 50,000.
- Secured philanthropic support, developed fundraising strategies, led fundraising trainings
- Recruited, hired and supervised fundraising staff, maintained administrative records and personnel files, acted as the liaison between the canvass director and staff.

COMPLEMENTARY EXPERIENCE**Advancement Leadership Training**

Graduate, Advancement Leadership Class, University of Washington, '07-'08

Volunteerism

Humanities Washington
Montlake Community Club
Washington Community Action Network

Speaker & Trainer

Real Change, board fundraising training
United Way of King County, Loaned Executive Training
Northwest Development Officer's Association, Advancement Conference speaker

EDUCATION

Bachelor of Arts, Philosophy

University of Washington, Seattle, WA

1994

UNIVERSITY DISTRICT COMMUNITY COUNCIL
C/O 4534 UNIVERSITY WAY NE
SEATTLE, WA 98105
(206) 527-0648
udistrictcouncil@hotmail.com

July 13, 2018

Sally Clark & Miles Richardson, Co-Chairs
Board of Directors
University District Partnership
4507 University Way NE, Suite 209
Seattle, WA 98105

Re: Removal of Cory Crocker from UDP Board of Directors

Dear Ms. Clark & Mr. Richardson,

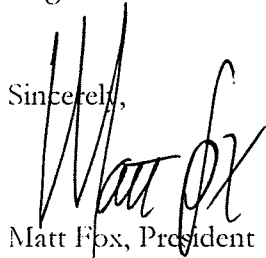
I am writing on behalf of the University District Community Council (UDCC) to express our concerns with the recent removal of Cory Crocker from the Board of Directors of the University District Partnership (UDP), effective July 1, 2018.

As a long-serving board member of the UDCC, and a very active volunteer in the community, Mr. Crocker has consistently and diligently advocated for effective representation of community residents, small business owners, and other neighborhood stakeholders whose perspectives have been under-represented in the composition of the UDP board.

Particularly troubling to us is the fact that with Mr. Crocker's removal from the board, there are currently no rate-paying residents who serve on the UDP to reflect the interests of this key constituency, which does not bode well for the balance of voices in a partnership that has a mandate from the city council to assess (tax) citizens in the target area.

The UDCC is committed to genuine representation of our diverse community, and we believe that it is important to express for the record our displeasure with this recent move by a minority of the UDP Board of Directors to remove Mr. Crocker, who has contributed so much to our neighborhood over the past six years.

Sincerely,



Matt Fox, President
University District Community Council



July 20, 2018

Mr. Matt Fox

President - University District Community Council

Mr. Fox:

Thank you for your letter of July 13, 2018. The purpose of this reply is twofold – first, to express regret that the UDCC took this action and second, to correct errors made in your letter.

Briefly, I want to relay that the UDP just finished its fiscal year and is celebrating strides forward in the University District. Over the course of 2017-2018, the UDP worked on behalf of BIA ratepayers to pick up 6,232 bags of refuse (and an additional 3,000 pounds of garbage during a special June initiative) from streets, sidewalks and alleys; painted out 4,510 graffiti tags; collected and disposed of 1,338 biohazards; improved the pedestrian areas with leveled tree pits; maintained colorful flower baskets; supported the training and employment of homeless young people; launched a targeted marketing strategy for three major events; led safety walks; created a team of Ambassadors to provide service to our residents, businesses and guests; conducted crime prevention inspections; supported transit programs affordable for small employers; supported the work of the Mobility Group; pulled off the 49th annual street fair; worked to “match make” between empty storefronts and small businesses looking to move to the U District and more. We involved scores of volunteers, residents, social service leaders; faith community leaders; business owners, elected leaders and others.

This is great work and it’s hard work, made all the more so when misunderstandings raise barriers.

We find it unfortunate that the UDCC, by a minority vote of its membership, without due notice to parties involved and based upon information presented to the UDCC without further investigation and inquiry, has chosen to take this position and send this letter. We object to both the process and the conclusion. This is unfortunate as our organizational missions align. With some basic queries in advance of your taking action, the UDCC would have been much better informed.

For the record:

- 1) The name of the organization is the U District Partnership. In the UDCC letter it is referred to as the University District Partnership. This may seem minor, but worth correcting all the same.
- 2) Mr. Crocker was **not** removed from the Board by a minority of the Board as the UDCC letter stated. UDP Bylaws, as approved by both Mr. Crocker and Mr. Campbell, have specific provisions for the removal of a Board member. Our Bylaws require a 2/3 majority of Board members present and voting at a Board meeting where a quorum has been established agreeing to remove a Board member. There was no motion presented or action taken at this Board meeting to remove Mr. Crocker.

- 3) It would correct to say that Mr. Crocker was not re-elected to the Board at the end of his term. The Bylaws require a 2/3 majority of Board members present and voting at a Board meeting where a quorum has been established to re-elect a Board member. Mr. Crocker did not garner the necessary support of his peers on the Board to be re-elected, members who have worked with him over his term and are aware of his role in the community and his particular role on the UDP Board. I hope your organization respects the wisdom and experience of those peer members.
- 4) You claim that “residents, small business owners, and other neighborhood stakeholders” are under represented on our Board. I urge you to review the UDP Board membership – the UDP Board is broadly representative of the community.
- 5) The UDCC letter claims that as Mr. Crocker is no longer on the UDP Board, there are no rate-paying residents who serve on the UDP. First, this assertion conflicts with the City’s definition of “ratepayer”. Second, please remember that there are differences between the UDP Board and the UD BIA Board with regard to representation requirements. Having said that, we recognize that having residential representation is important to our successful UDP governance model. Please be advised that we do have other representation on the UDP Board of residents and owners.
- 6) The UDCC letter states that the UDP has “a mandate from the city council to assess (tax) citizens in the target area.” Again, you are mistaken. The UDP is the contracted Program Manager for the UD BIA. We do not have a mandate to assess citizens. Through the enabling ordinance for the BIA, adopted after exhaustive community process, property owners who meet certain specified criterion are assessed. This is not a general tax on citizens. The City is the party responsible for sending out and collecting assessment revenues. The determination of the use of the assessed funds is ultimately the City’s, guided by the UD BIA Ratepayer Advisory Board and an advisory vote of the ratepayers at their annual meeting.
- 7) Finally, you state that the UDCC is committed to genuine representation of our diverse community. We hope that in the future that commitment to genuine representation will include reaching out to the UDP Executive Director and/or the UDP Board leadership to ask questions and hear perspectives that may differ from those at the UDCC table.

Please let me know if you need further clarification.

Sincerely,

Mark W. Crawford, Interim Executive Director

August 17, 2018

To: UDP Board

From: Mark Crawford

Re: Proposed Retirement Plan

At the June Board meeting, staff proposed the addition of a SIMPLE IRA retirement plan. Assuming a July 1, 2018 start date, a one year employment wait period before any staff became eligible, and assuming a 3% employer match maximum, the budgeted amount for that plan was \$7,041.

The Board asked staff to investigate costs associated with allowing staff to participate on date of hire or beyond and report that result at the next Board meeting.

Please bear in mind that these new cost assumptions assume a start date of September 1, 2018 and still assume a maximum employer match of 3%. They assume full participation of all eligible staff.

We also need to correct an earlier planning assumption – the SIMPLE IRA does not have a mechanism for a “one year wait” before employees become eligible. Instead, it offers two possible approaches:

A. Full Eligibility

All Employees are eligible to participate in the Plan upon the later of the Plan’s Effective Date or the Employee’s date of hire.

OR

B. Limited Eligibility

Eligibility is limited to Employees who are described in both (i) *and* (ii) below. Note: If this Section 2(B) is elected, and you do not complete Sections 2(B)(i) and (ii) below, the defaults will be \$5,000 in compensation for two prior calendar years and the current year.

- (i) Current Compensation. Employees who are reasonably expected to receive at least \$ in Compensation (*not to exceed \$5,000*) for the calendar year;

AND

- (ii) Prior Compensation. Employees who have received at least \$ in Compensation (*not to exceed \$5,000*) during any (*insert “0,” “1,” or “2”*) prior calendar years (*may not be required to be consecutive*).

- A) For the full eligibility scenario, the potential total expense if all possible employees participate at the full 3% match is \$9,638 or \$2,597 more than budget assumed. If we were to do full eligibility but I elected to not participate until January 1, 2019, that will reduce the expense by about \$1,500.

- B) For the limited eligibility scenario, we assume that employees shall be reasonably expected to earn at least \$5,000 in the 2018 calendar year and that they earned at least \$5,000 in the 2017 calendar year. This would allow us to include our beautification staff and our Office Manager if they chose to participate but would not make short term employees (like seasonal hires for the Street Fair) eligible. That projected expense for our fiscal year would then be \$7,591 or \$550 more than the original budget.



Questions? Go to Fidelity.com/simpleira or call 1-800-544-5373, option 3.

Fidelity SIMPLE IRA—Corporate Resolution

Complete this form if you are establishing a Fidelity SIMPLE IRA Plan and your company is incorporated. Type on screen or fill in using CAPITAL letters and black ink.

Helpful to Know

- This form should be completed by an owner or officer of your company that is authorized by Resolution to transact business with Fidelity on behalf of your company's SIMPLE IRA Plan.
- If your company is a sole proprietorship or a partnership that is unincorporated, you do NOT need to complete this form.
- Please imprint a Corporate Seal in Section 4 or include a copy of the Articles of Incorporation with this form.
- You will want to keep a copy of this form for your records.

1. Company Information

Company Name		Company Tax ID Number
Name of Corporate Officer		
Daytime Telephone	Extension	

2. Authorization to Open Account

The above-named Corporation, by

Name of President

pursuant to the Resolutions on the reverse of this form, which, certified by an officer of the Corporation in Section 4, hereby authorizes you to open a cash account in the name of said Corporation. This authorization shall continue in force until revoked by the above-named Corporation by a written notice, addressed and delivered to **Fidelity Brokerage Services LLC**, at its main office.

Signature of President	Date (MM DD YYYY)
	

☐ Sole Officer

Form continues on next page. ►►

3. Certification and Resolutions

Name of President or other officer named in Section 4

Title

I, as the president named above, or as another officer named in Section 4 below, hereby certify the following:

A. that the Corporation identified above is duly organized and existing under the laws of the state of

State

and has the power to take the action called for by the Resolutions on this form.

B. that the Resolutions on this form were duly adopted by the Board of Directors of said Corporation at a meeting held on

Date (MM/DD/YYYY)

at which a quorum of said Board of Directors was present and acting throughout; that no action has been taken to rescind or amend said Resolutions; and, that the same are now in full force and effect.

C. that each of the following has been duly elected, is now legally holding the office set under his/her name, and that any one of them acting individually be, and they hereby are, authorized to establish a funding account and to sell, assign, transfer, and/or deliver any and all cash or securities now or hereafter registered in the name of the Corporation and to execute any and all instruments necessary, proper, and desirable for the purpose. Further, that any past action in accordance herewith is hereby ratified and confirmed; and further, that any officer of this Corporation (other than those listed here) is hereby authorized to certify this Resolution to Fidelity Brokerage Services LLC.

Name

Title

Name

Title

D. that the Resolutions herein are not contrary to any provision in the charter or bylaws of this Corporation, and that I have been authorized to make this certification on behalf of this Corporation.

4. Signature of Certifying Officer *Required*

This certification must be signed by an Officer other than those named in Section 2 or 3c, unless you designate that you are the sole officer of the Corporation, or you and the officer(s) named in Section 3c are the only officers.

Print Name of Corporate Officer

Corporate Seal Imprint or include a copy of the Articles of Incorporation with this form.

Corporate Officer Signature

Date MM-DD-YYYY

SIGN

Form continues on next page. ►►

5. Certified Copy of Certain Resolutions Adopted by the Board of Directors Whereby the Establishment and Maintenance of a Funding Account(s) Have Been Authorized

RESOLVED –

FIRST: That the individuals listed in Sections 2 and 3C of the Corporate Authorization and Resolution attached hereto are, and each of them hereby is, authorized and empowered, for and on behalf of this Corporation (herein called the "Corporation"), to establish and maintain one or more accounts with Fidelity Brokerage Services LLC and National Financial Services LLC (herein called the "Brokers") for the purpose of debiting the Corporation's bank account(s) and crediting employees' Fidelity SIMPLE IRA accounts for SIMPLE Plan contributions.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Corporation to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Corporation with or through the Brokers; to pay by checks and/or drafts drawn upon the funds of the Corporation such sums as may be necessary in connection with any of the said accounts; to deposit funds with the Brokers; to order the transfer or delivery of funds to any other person whatsoever, and/or to order the transfer of record of any securities, to any name selected by any of the said officers or agents; to affix the corporate seal to any document or securities to any name selected by any of the said officers or agents; to affix the corporate

seal to any documents or agreements, or otherwise; to sign for the Corporation all releases, powers of attorney, and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to accept delivery of any funds; to appoint any other person or persons to do any and all things which any of the said officers and/or agents is hereby empowered to do; and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

SECOND: That the Brokers may deal with any and all of the persons directly or indirectly by the foregoing Resolution empowered, as though they were dealing with the Corporation directly.

THIRD: That the Secretary of the Corporation be and he hereby is authorized, empowered, and directed to certify, under the seal of the Corporation, or otherwise, to the Brokers:

- (a) a true copy of these Resolutions;
- (b) specimen signatures of each and every person by these Resolutions empowered;
- (c) a certificate (which, if required by the Brokers, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to the Brokers) that the Corporation is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Brokers may rely upon any certification given in accordance with these Resolutions, as continuing fully effective unless and until the Brokers shall receive due written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person hereby empowered ceases to be an officer of the Corporation or becomes an officer under some other title, in any way affect the power hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

FIFTH: That in the event of any change in the office or powers of persons hereby empowered, the Secretary shall certify such changes to the Brokers in writing to the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

SIXTH: That the foregoing Resolutions and the certificates actually furnished to the Brokers by the Secretary of the Corporation pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

Did you sign the form and include any necessary documents?
Send the ENTIRE form, the Adoption Agreement, and the Company Profile to Fidelity Investments.

Questions? Go to Fidelity.com/simpleira or call
1-800-544-5373, option 3.

Use postage-paid envelope, OR deliver to:

Regular mail

Fidelity Investments
Attention: SIMPLE Service Team
P.O. Box 770001
Cincinnati, OH 45277-0038

Overnight mail

Fidelity Investments
Attention: SIMPLE Service Team
100 Crosby Parkway KC1D
Covington, KY 41015

On this form, "Fidelity" means Fidelity Brokerage Services LLC and its affiliates. Brokerage services are provided by Fidelity Brokerage Services LLC, Member NYSE, SIPC. 359988.2.0 (08/14)