



## Board Meeting Agenda

Time: 11:30AM – 1:00PM

Date: November 21, 2017

### UW Tower, 22 Floor Boardroom

- |     |   |             |      |
|-----|---|-------------|------|
| 1.  | Welcome & Introductions                                 | Sally/Miles |      |
| 2.  | Public Comment  | All         |      |
| 3.  | Approval of September Meeting Minutes                   | Sally/Miles | Vote |
| 4.  | September Financial Report                              | Alfred      | Vote |
| 5.  | Acceptance of Audit Report                              | All         | Vote |
| 6.  | Safe Consumption Site – Communication and Board Process | All         |      |
| 7.  | Board Nominations                                       | Andrew      | Vote |
| 8.  | Committee Reports                                       | All         |      |
| 9.  | Old Business  | All         |      |
| 10. | New Business  | All         |      |
| 11. | Adjourn   |             |      |

#### Upcoming Meetings and Events:

- 12/02 Holiday Swag – 9:00 a.m. to 12:00 p.m. – U Heights
- 12/02 Holiday Lights – 3:00 p.m. to 6:00 p.m. – Allegro Quinn Alley
- 12/09 Monthly UDP Cleanup Day – 9:00 a.m. to 11:00 a.m. – U Heights Plaza
- 12/14 Monthly Clean and Safe Committee – 12:00 p.m. to 1:30 p.m. – U Heights
- 12/15 Monthly BIA Walk – 9:00 a.m. – Post Alley Cafe
- 12/19 UDP Board Meeting – 11:30 a.m. to 1:00 p.m. – UW Tower, 22<sup>nd</sup> Floor

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. 10

Time: 11:30 AM – 1:00 PM

Date: October 17, 2017

Location: UW Tower Boardroom

### IN ATTENDANCE:

#### UDP Board Members

Sally Clark, Co-Chair  
Roger Wagoner  
Cory Crocker  
Miles Richardson, Co-Chair  
Kristine Scott

Doug Campbell  
Pat Simpson  
Don Schulze  
Lois Ko  
Rebecca Barnes

Alfred Shiga, Treasurer  
Andrew McMasters  
Rob Lubin  
Theresa Doherty  
Andrew McMasters

#### Excused

Jeanette Henderson

Barbara Quinn, Secretary

Louise Little

#### UDP Staff

Elizabeth McCoury, CEO

Chase Landrey, CE

#### Guests

Phil Lloyd  
Matt Smith

John Wisdom  
Shilo Jama

Aden Nardone

Miles called the meeting to order at 11:35 a.m.

#### Public Comment

Shilo Jama, director of the People's Harm Reduction Alliance, countered the rumors that his organization was going to open a safe consumption site in the U District without government approval.

John Wisdom, representing Speak Out Seattle, introduced his organization and their concerns about any possible safe consumption sites in the neighborhood.

#### Approval of September 19, 2017 Meeting Minutes

**Motion:** Pat moved to approve the September 19, 2017 meeting minutes.

**Rob** seconded the motion. Andrew and Rebecca abstained.

*The motion was approved.*

#### September Financial Report

Alfred presented the September financial report to the board.

**Motion:** Theresa moved to approve the September financial report.

**Andrew** seconded the motion.

*The motion was approved unanimously.*

#### Audit Presentation

Matt Smith from Peterson & Sullivan presented a report about their audit of the U District Partnership's financials.

### **Committee Updates**

#### **Marketing and Events**

Chase presented the attached Events and Marketing report.

#### **Clean and Safe**

Elizabeth presented the attached Clean and Safe report.

#### **Urban Design**

Roger announced the upcoming Urban Design Committee Meeting on November 3rd. Additionally, there will be an Open House concerning the Design Guidelines Update on November 15<sup>th</sup>.

#### **Economic Development**

Elizabeth presented a draft of the Small Business Success Program Manager job description. There is also a U Bridge Business event focused on photography scheduled for November 6<sup>th</sup>.

#### **CEO Report**

Elizabeth announced her progress in finding a Small Business Success Program Manager. She also introduced Miriam Castro from Transport Choices Coalition who will be working out of the UDP's office on transportation and commute issues.

#### **Old Business**

Cory commented on his desire for the survey methodology to be improved in the future.

#### **New Business**

The board agreed to have a discussion about safe consumption sites at the November UDP board meeting.

Miles called the meeting adjourned at 1:04 p.m.

**NEXT BOARD MEETING: November 21st, 11:30am – 1:00pm, UW Tower**

# The U District Partnership

## Budget Report 17-18

July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
44500 · Government Grants and Contracts	282,593.19	305,924.44	-23,331.25
47000 · Earned Income	3,447.14	0.00	3,447.14
46400 · Interest and Other	0.06	0.00	0.06
<b>Total Income</b>	<u>286,040.39</u>	<u>305,924.44</u>	<u>-19,884.05</u>
<b>Gross Profit</b>	286,040.39	305,924.44	-19,884.05
<b>Expense</b>			
60000 · Staffing	129,215.05	155,498.36	-26,283.31
61000 · Office and Overhead	25,316.16	28,235.88	-2,919.72
66100 · Professional & Contract Expense	117,114.40	114,793.38	2,321.02
70000 · Event Expenses	16,903.68	10,160.00	6,743.68
<b>Total Expense</b>	<u>288,549.29</u>	<u>308,687.62</u>	<u>-20,138.33</u>
<b>Net Ordinary Income</b>	<u>-2,508.90</u>	<u>-2,763.18</u>	<u>254.28</u>
<b>Net Income</b>	<u><u>-2,508.90</u></u>	<u><u>-2,763.18</u></u>	<u><u>254.28</u></u>

# The U District Partnership

## Balance Sheet Prev Year Comparison

As of October 31, 2017

	Oct 31, 17	Oct 31, 16	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10100 · Operating Bank Accounts	244,227.63	253,647.70	-9,420.07
10120 · Passthrough Bank Accounts	0.00	5,266.27	-5,266.27
Total Checking/Savings	244,227.63	258,913.97	-14,686.34
Accounts Receivable	66,943.46	52,178.64	14,764.82
Other Current Assets	7,507.64	6,904.84	602.80
Total Current Assets	318,678.73	317,997.45	681.28
Fixed Assets	0.00	2,531.30	-2,531.30
Other Assets	400.00	0.00	400.00
<b>TOTAL ASSETS</b>	<b>319,078.73</b>	<b>320,528.75</b>	<b>-1,450.02</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	17,939.62	11,009.20	6,930.42
Credit Cards	898.24	18.72	879.52
Other Current Liabilities	21,464.86	8,859.04	12,605.82
Total Current Liabilities	40,302.72	19,886.96	20,415.76
Long Term Liabilities	74.87	6,921.77	-6,846.90
Total Liabilities	40,377.59	26,808.73	13,568.86
Equity			
32000 · Unrestricted Net Assets	281,353.18	295,771.19	-14,418.01
Net Income	-2,652.04	-2,051.17	-600.87
Total Equity	278,701.14	293,720.02	-15,018.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>319,078.73</b>	<b>320,528.75</b>	<b>-1,450.02</b>



2017-18 University District BIA

Budget Tracker - July 1 Through October 31, 2017

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Jul	Aug	Sep	Oct	Nov
Program Management	199,706	52,592	147,114	26.3%	\$ 11,225.22	\$ 12,949.28	\$ 19,106.98	\$ 9,310.33	
Community Engagement	41,343	23,694	17,649	57.3%	\$ 6,018.49	\$ 4,814.28	\$ 8,393.41	\$ 4,468.01	
Cleaning and Public Safety	415,946	123,956	291,990	29.8%	\$ 23,415.91	\$ 36,349.53	\$ 33,245.37	\$ 30,944.84	
Events and Marketing	69,419	18,864	50,555	27.2%	\$ 7,745.63	\$ 5,825.00	\$ 2,443.13	\$ 2,849.92	
Economic Development	57,510	11,155	46,355	19.4%	\$ 2,150.44	\$ 3,329.18	\$ 1,693.03	\$ 3,982.01	
Urban Design & Planning	71,748	17,333	54,415	24.2%	\$ 4,784.43	\$ 4,705.80	\$ 4,545.76	\$ 3,297.21	
<b>Total Requested</b>	<b>855,672</b>	<b>247,593</b>	<b>608,079</b>	<b>28.9%</b>	<b>\$ 55,340.12</b>	<b>\$ 67,973.07</b>	<b>\$ 69,427.68</b>	<b>\$ 54,852.32</b>	<b>0</b>

Dec	Jan	Feb	Mar	Apr	May	Jun
0	0	0	0	0	0	0



November 21, 2017

Peterson Sullivan LLP  
601 Union Street, Suite 2300  
Seattle, WA 98101

This representation letter is provided in connection with your audit of the financial statements of University District Service Fund ("the Organization"), which comprise the statements of financial position as of December 31, 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States ("U.S. GAAP").

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 10, 2017, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. As part of your audit, you prepared the draft financial statements and related notes from the trial balance. We have reviewed and approved those financial statements and related notes and believe they are adequately supported by the books and records of the Organization.
6. Significant assumptions we used in making accounting estimates, including those measured at fair value, if any, are reasonable.
7. Related party relationships and transactions, if any, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
8. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure, if any, have been adjusted or disclosed.
9. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
10. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
11. Material concentrations, if any, have been properly disclosed in accordance with U.S. GAAP.
12. Guarantees, whether written or oral, under which the Organization is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
13. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements, if any, have been properly disclosed.
14. Loans to executive officers, if any, have been properly accounted for and disclosed.
15. Agreements to repurchase assets previously sold, if any, have been properly disclosed.

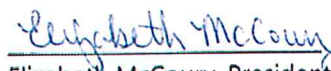
**Information Provided**

16. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, including:



- 1) Completeness and availability of all minutes of the meetings of directors and committees of directors, or summaries of actions of recent meetings for which minutes were not yet prepared.
  - 2) Communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, if any.
- b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
17. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
  18. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  19. We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
    - a. management,
    - b. employees who have significant roles in internal control, or
    - c. others where the fraud could have a material effect on the financial statements.
  20. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, analysts, regulators, or others.
  21. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements, if any.
  22. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
  23. We have disclosed to you the identity of the Organization's related parties and all the related party relationships and transactions of which we are aware.

24. The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
26. The Organization is an exempt organization under Section 501c3 of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
27. In regards to the non-attest services outlined in the engagement letter being performed by you, we have:
  - a. Assumed all management responsibilities.
  - b. Overseen the services by designating an individual who possesses suitable skill, knowledge, and/or experience.
  - c. Evaluated the adequacy and results of services performed.
  - d. Accepted responsibility for the results of the services.

  
Elizabeth McCoury, President and CEO



University District Service Fund  
Summary of Uncorrected Misstatements  
December 31, 2016

(1)	Net Assets	\$	8,993	
	Business and Occupation Tax		404	
	Event Production Contractor			5,410
	Accounts Payable		\$	3,987

*To correct expenses posted in incorrect years*

(2)	Net Assets	\$	4,889	
	Accrued vacation		\$	4,889

*To recognize accrued vacation at December 31, 2015*