

CWG STEERING COMMITTEE MEETING

Wednesday, February 11, 2009

1. CWG "voting" – **Keith Lipstein** proposed voting membership for a group of commercial property owners near and around Canal Street. Many CWG members have raised the question of what qualifies as an organization eligible to be a voting member of the CWG. As this is the first example of an organization being formed specifically for the CWG the Steering Committee unanimously proposed several guidelines (see below). As a general principle, the Steering Committee wants to encourage participation while also ensuring the legitimacy of all of its voting members. Hence, the proposed guidelines are:

- i. The organization should have a formal voting structure
- ii. The organization should have a statement of purpose
- iii. The organization should have regular meetings (time and place made known)
- iv. The organization should keep minutes of its meetings.

ACTION: The Steering Committee will report these guidelines to the full CWG. **Keith** will discuss with the other members of his new group.

2. CWG Funding – **Susan Stetzer** circulated the CWG letter (signed by **Jim**), which was sent a few weeks ago to CM Alan Gerson & Jed Howbert (Mayor's office) requesting a meeting to discuss LMDC funding for CWG. Letter included the questions drafted at last month's steering committee meeting.

ACTION: **Susan** will follow up with the Mayor's office and report back to us on the status of our meeting.

3. Update on matrix of prior Chinatown studies – **Joyce Moy** (AAARI) walked us through the planned matrix, which is scheduled to be presented to the full CWG on March 2. Conversation focused on CWG's needs re. scope and effectiveness balanced with the limitations of AAARI's time/resources.

ACTION: **Jen Hong** and **Michael Levine** agreed to meet in person with **Joyce** prior to our March 2nd meeting to better understand the matrix and make recommendations on behalf of the CWG. It is possible Jen, Michael and Joyce may determine it is better to postpone the matrix presentation until another CWG meeting to enable revisions.

4. CWG Website - www.chinatownworkinggroup.org - **Zella Jones** (CWG website designer) spoke of ways to: maximize uses for our website to better inform the community and increase greater "buy in" ; minimize the amount of work for any one individual required to maintain the site; provide access to WT chairs to disseminate information; ensure the content on the site is appropriate.

ACTION: The Steering Committee agreed to have the website do the following: 1.)

Enable each voting member to link to its own website from ours. 2.) Enable each WT chair to directly access the website for the purposes of providing the time/location of meetings, agenda and minutes. (Note: The Steering Committee decided to hold off on including community announcements on the CWG website.) **Zella** said it will take a month give or take to implement these recommendations.

5. Progress Report on Working Teams – **Thomas Yu** gave an update on the Zoning WT, which was the only WT to have met prior to our Steering Cmtee mtg. **Thomas** noted that the Zoning WT wished to further discuss/edit its "Guiding Principles" at its mtg next month before officially submitting them to the CWG.

ACTION: **Susan** and **Jim** will meet either Feb. 19 or 20 to review the WTs "work-in-progress" guiding principles to see if there are recommendations shared by many WTs. **Michael** said he'd try to be of assistance as well. We will present our findings to the full CWG on March 2.

6. Community Outreach – **Jim** asked the Steering Committee if it thought the CWG should hold a press conference following the potential election of its co-chairs on March 2 for the purpose of helping define what the CWG's mission as a democratic, transparent and broadly supported community based planning initiative. The general feeling of the Steering Committee was that we should hold off until the CWG has something more tangible to announce.

ACTION: **Jim** will speak with electeds reps regarding additional outreach to community orgs that have not yet attended CWG meetings. Ideally, it would be great to invite these orgs to our next CWG meeting.