

RAINIER BEACH ECONOMIC DEVELOPMENT ROUNDTABLE

This document outlines the founding, mission, vision, values, goal, principles, policies and founding members that will guide the formation and direction of this new collaborative table, located in Rainier Beach in Seattle, Washington

This document has been adopted

ON

FEBRUARY 2, 2018

GROUP NAME

Rainier Beach Economic Development Roundtable (RBEDR).

BACKGROUND

At the forefront of this effort is the deep belief and conviction that Rainier Beach is a vibrant community rich with culture, diversity and committed residents. Building off of previous economic development work in the neighborhood, the overarching goal of this effort is to continue the process of aligning the many cultural, organizational and physical resources that Rainier Beach enjoys so that it can continue to be:

- A place for everyone
- A place for lifelong learning
- A place for growing food to develop healthy industry
- A beautiful, safe place

DEFINITION OF ECONOMIC DEVELOPMENT

Economic development is an ongoing community effort to improve the local economy and quality of life by building the area's capacity to respond to and influence economic change. This includes sustainable increases in the prosperity of individuals, businesses and resources to increase the overall well being of the neighborhood.

VISION

Rainier Beach is an inclusive, culturally diverse community with a thriving, equitable local economy, responding to and influencing economic change for the benefit of all.

MISSION

We exist to support the local economy of Rainier Beach by strengthening existing partnerships and facilitating equitable collaboration for mutual benefit and success.

VALUES

- | | |
|--|-------------------------------------|
| 1) Equity | 4) Connection |
| 2) Diversity | Engaging, Listening, Learning, |
| Culturally, Socially, Economically | Collaborating, Being Flexible |
| 3) Sustainability | 5) Action |
| Environmentally, Economically, Thriving in | Innovating, Responding, Persevering |
| Place | |

GEOGRAPHIC AREA

Rainier Beach is a neighborhood in Seattle, Washington, and its boundaries generally extend from Rose Street to the north, Fletcher Street to the south, Martin Luther King, Jr. Way to the west, and Seward Park Avenue S to the east. As part of the Phase I community outreach process delineated in the 2014 Neighborhood Plan, the urban village boundaries were expanded to include a "panhandle" for all properties facing Rainier Avenue from Rose Street to Holly Street.

FOUNDING MEMBERS:

This effort has engaged a broad range of organizational partners.

Equity Alliance of Washington

Equity Alliance of Washington (formerly the Washington Housing Equity Alliance) develops culturally appropriate housing that includes culturally-infused services that address present needs and future goals of residents, while working toward economic development and job creation.

HomeSight

HomeSight promotes social and economic equity to preserve and enhance economically and culturally diverse communities through affordable home ownership, business development, and community advocacy.

Life Enrichment Group

Life Enrichment Group provides guidance and support to youth and families through positive channels of education, performing arts, and mentorship.

Puget Sound Sage

Puget Sound Sage is building communities where all families thrive. Using a combination of research, policy, leadership development, and civic engagement, Puget Sound Sage is creating equitable and sustainable solutions for some of the region's most pressing problems.

Rainier Beach Action Coalition (RBAC)

RBAC is a grassroots neighborhood development action coalition devoted to implementing neighborhood responsiveness, renewal and development, focusing specifically on the implementation of the Rainier Beach Neighborhood Plan Update.

Rainier Beach: A Beautiful Safe Place for Youth

Rainier Beach: A Beautiful Safe Place for Youth is an innovative, community-led violence prevention initiative to reduce youth victimization and crime and to improve relations with youth, police and the community.

Rainier Beach Community Club

The Rainier Beach Community Club enhances and maintains the quality of life for residents of the Rainier Beach Community through social, civic, and service activities.

Rainier Beach Merchants Association

The Rainier Beach Merchants Association promotes equitable economic development in our neighborhood, advocates for and advances all business, professional, civic and cultural interests, and the quality of life in the Rainier Beach community.

Rainier Valley Community Development Fund

Rainier Valley Community Development Fund is a self-sustaining, community-controlled financial institution that preserves and strengthens cultural diversity, long-term livability, and economic opportunity for Rainier Valley residents, businesses and institutions.

SouthEast Effective Development

SouthEast Effective Development is improving the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts and economic development - with a special focus on residents with fewer opportunities and resources.

Urban Impact

Urban Impact is partnering with families and communities to break the cycle of social, material, and spiritual poverty, with a vision of all families being reconciled with God, and everyone is engaged and thriving in community.

PROJECT DURATION

The RBEDR is a collaborative roundtable, which exists to support the ongoing work of its membership in the community. As such, the RBEDR will be a standing organization as long as needed.

It has been convened in response to a community economic planning process that began with the Rainier Beach Neighborhood Plan Update that was developed in 2012, a plan that updated the original plan created in 1999. The Rainier Beach Action Coalition and Rainier Beach Merchants Association have been core partners in this work, as well as a number of other community-based organizations and individuals, many of whom are named above.

PROJECT SCOPE

The overall neighborhood economic development goals the RBEDR intends to support follow. These goals share an overarching purpose that binds them together: as economic development in Rainier Beach flourishes, long-term residents will have viable options to continue to thrive in place and meaningful contribute to the evolution of the community.

Lifelong Learning

Rainier Beach is home to public and private educational institutions, with the capacity to provide formal and informal education to all 5,000 residents. Situated in the nation's most diverse zip code, Rainier Beach residents represent an amazing wealth of cultural experiences. By intentionally welcoming the community into the schools, both the schools and the neighborhood can be uplifted.

- 1) Successful education for all children
- 2) Job training and related activities

Growing Food to Develop Healthy Industry

Rainier Beach has a unique opportunity to combine its urban farms and light industrial zone to become a hub of food and agricultural production.

- 1) The creation of Jobs within the Food System
- 2) Rainier Beach is the center for farm product innovation for the future economy

A Place for Everyone

Rainier Beach residents, long-term and new, will have access to safe, healthy and affordable housing; access to transit; and a variety of vibrant commercial centers.

- 1) Strong and stable cultural districts/revitalized business core
- 2) Retain and grow neighborhood businesses
- 3) Entrepreneurship
- 4) Family wealth creation
- 5) Redevelopment that creates permanent, well-paying jobs
- 6) Linkages/transit connections to business district

A Beautiful Safe Place

Strengthening the neighborhood through beautification increases public activity and once we are all out in the neighborhood together, we have opportunities to get to know each other. Look at areas of the neighborhood that need physical improvements light street lighting, crosswalk markings and public art. These efforts will work in tandem with public safety initiatives.

- 1) Bring neighborhood public safety advocates together to create an alliance that utilizes a comprehensive community plan to reduce crime by 20% in Rainier Beach
- 2) Public realm and streetscape improvements
- 3) Community Gathering

The strategies identified below reflect the prioritized efforts of our known work. They will shape our work for the 18 months, while remaining flexible enough to respond to new and time-sensitive opportunities. Each goal in this plan is supported by two to three strategies. These strategies are the standards against which we will measure our progress and impact.

GOAL 1: Rainier Beach Economic Development Roundtable Development. Continue to create a sustainable infrastructure for collaborative activities and initiatives to advance neighborhood economic development as defined in this document. Goals to move this priority forward over the next 18 months are:

- 1) Invest in developing the structure of the group, with a strong focus on members and leadership structure, decision-making, communication and ongoing meeting structure.
 - a. Convene a sub-committee that will create recommendations and bring forth proposals for the full group to consider.
 - b. Draft foundational documents to support sustained group action.
 - c. Consider and define what robust community engagement looks like in the structure of the roundtable. Develop community member welcome packet.
- 2) Develop strong communication mechanisms for the group.
 - a. Create contact database of members and a system for keeping this database up-to-date and current.
 - b. Develop communication system for keeping abreast of dates and other important information. Potential tools may include a listserv and group page.
 - c. Build a social media presence for the group, beginning with Facebook.
- 3) Establish baseline data for the business district to inform this work and track change over time in the neighborhood. Work with youth, community members, and relevant organizations to gather this data.
 - a. Business list
 - b. Property owners
 - c. System to track commercial spaces
 - d. Resilient database
- 4) Create an annual community event bolstering economic development in Rainier Beach and encouraging collaboration and volunteerism. This could include a job fair, a community panel discussion, or other type of event to foster dialogue with community to help shape what economic development looks like in Rainier Beach.

GOAL 2: Jobs and Economic Access Coordination. This focus area is intended to dramatically increase the communities' access to information and opportunities. Goals to move this priority forward over the next 18 months are:

- 1) Establish a community "bulletin" board that creates access to learning, education, jobs, and access to services.
 - a. Identify the best technology for this work, as well as what community resources can be leveraged to do it. For instance, is there a current Roundtable member that has this technology created?
 - b. Develop policies for posting opportunities that create access, fairness and standards.
 - c. Launch regular and formal communication channels with local resources (for instance, schools, businesses, banks, etc.) to keep board up to date.

- 2) Establish a community calendar that creates access to events and other efforts in Rainier Beach related to economic development.
 - a. Identify the best technology for this work, as well as what community resources can be leveraged to do it. For instance, is there a current Roundtable member that has this technology created?
 - b. Develop policies for posting opportunities that create access, fairness and standards.
 - c. Launch regular and formal communication channels with local resources (for instance, schools, businesses, banks, etc.) to keep calendar up to date.

- 3) Consider how to cultivate key access points for jobs in the community, to increase access to job training and employment for residents.

GOAL 3: Small Business Support and Entrepreneurship. Small businesses are a strong economic driver for any local community, and there is a commitment to proactively support both opportunities to begin new ventures as well as grow and expand what already exists and keep neighborhood businesses in Rainier Beach. Goals to move this priority forward over the next 18 months are:

- 1) Business and commercial space matchmaking
 - a. Work with partners to articulate what neighborhood wants business district to be (desired business mix, flavor of existing small businesses, etc) to guide this work. This could include some analysis and qualitative data to understand the business strengths and opportunities in the district.
 - b. Cultivate relationships with property owners to know when commercial spaces are available and inform how they are listed.
 - c. Business recruitment efforts to bring in businesses desired by the community and complement existing businesses.
 - d. Develop business welcome package.

- 2) Develop core entrepreneurship support for existing small businesses to help them succeed and stay in Rainier Beach.
 - a. Develop partnerships with organizations who are invested in this work to identify what a structure/collaborative program might look like.
 - b. Consider resources outside of Rainier Beach and assess willingness to bring their work to Rainier Beach.
 - c. Identify existing small businesses who may have an interest in the program to gauge interest, need, and demand.

- 3) Create the groundwork for a culturally relevant small business accelerator initiative.
 - a. Develop partnerships with organizations who are invested in this work to identify what a structure/collaborative program might look like.
 - b. Identify emerging small businesses who may have an interest in the program to gauge interest, need, and demand.

GOAL 4: Align development in Rainier Beach with community input.

- 1) Provide a platform for early engagement with development projects. Build on position in the neighborhood to strengthen relationships with property owners and developers.
- 2) Explore options for collaboration with partners in real estate development. Explore community-led joint ventures opportunities.
- 3) 1-2 pager for property owners and developers that lay out priorities.

REGULAR MEETING TIME

The Roundtable will meet on the First Wednesday of each month, from 2:00 – 3:30pm. The regular meeting place will be the Rainier Beach Action Coalition Offices, located at 9013 Martin Luther King Jr Way S, Seattle, WA 98118.

MEETING GUIDELINES

- 1) **R.S.V.P.** When asked via phone, email, or electronic calendar to attend a meeting/conference call, be sure to reply. Meetings are structured and spaces/lines/refreshments secured on the basis of expected attendance.
- 2) **Arrive Early.** If this isn't possible, arrive at the scheduled time at the latest, but never late. Don't assume that the beginning of a meeting will be delayed until all those planning to attend are present. If you arrive late, you risk missing valuable information and lose the chance to provide your input. Also, you shouldn't expect others to fill you in during or after the meeting; everyone is busy, and those who were conscientious enough to arrive on time shouldn't have to recap the meeting for you.
- 3) **Come Prepared.** Read the past meeting minutes prior to the meeting. Bring something to write on as well as to write with. If you know you'll be presenting information, ensure that your handouts and PowerPoint slides, etc., are organized and ready.
- 4) **Do Not Interrupt.** Hold your comments until the Chair asks for comments, unless, open discourse throughout the meeting is encouraged. Also, don't interrupt other attendees. Hold your comments to others until after the meeting is adjourned. Side conversations are disruptive to other participants and inconsiderate of the Chair.
- 5) **Abstain from Electronics.** As the notice posted at the beginning of films in movie theaters says, "Please silence cell phones and pagers". Activate vibrate, voice mail, or forward messages to another phone.
- 6) **Speak in Turn and Keep Questions/Comments Brief.** When asking a question, it's helpful to raise your hand than to blurt out your question. Other participants may have questions, and the Chair must acknowledge everyone. When asking questions, be succinct and clear. If your question is detailed, break it into parts or several questions, asking only one question at a time.

- 7) **Pay Attention.** Listen to the issues the Chair addresses, the questions from other participants, and the answers provided. You don't want to waste meeting time asking a question that's already been asked.
- 8) **Be Patient and Calm.** Do not fidget, drum your fingers, tap your pen, flip through or read materials not concerning the meeting, or otherwise act in a disruptive manner.
- 9) **Attend the Entire Meeting.** Leave when the meeting is adjourned. Leaving before the end – unless absolutely necessary and unless you have given prior notice - is disruptive and inconsiderate of other participants and the Chair.
- 10) **Respond to Action Items.** After the meeting, complete any tasks assigned to you as expeditiously as possible; file your meeting notes or any minutes for later review or to prepare for future meetings.

ROLES:

Convener

The role of the convener is to facilitate the general RBEDR group process, set Oversight Committee meetings agenda, manage general logistics including documentation and communication, and nurture stakeholder relationships. In addition, the Convener will support working group leads by communicating high priority issues to other working groups when needed. The convener will be a voting member of the Oversight Committee.

Specifically, the Convener will be responsible to:

- Maintain and or expand current Coalition membership
- Serve as liaison between workgroups and the Oversight Committee
- Develop Coalition meeting agendas
- Serve as moderator of Coalition meetings (stay 15 minutes after meeting to network and evaluate meeting)
- Designate a recorder for each Coalition meeting
- Contact and coordinate with members about Coalition responsibilities
- Deal with Coalition members fairly, sensitively and confidentially
- Promote collaboration, conflict resolution and decision-making
- Be open to diverse opinions and points of view

Time Commitment:

- Approximately 3 hours per month
- Attend Coalition and Oversight Committee meetings, and major Coalition activities
- One-year availability

Qualifications:

- Ascribe to Coalition mission, goals and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure

Oversight Committee

The role of the Leadership Oversight Committee is to ensure the smooth operation of the coalition, and will be chosen by the membership at large through nomination and vote. It is responsible for developing the vision and priorities, identifying and recruiting members to the working groups, providing direction for the work of the working groups, and providing for the material needs and logistics of the overall effort. The

leadership group will work with the Convener to support the needs of the coalition, and will meet minimally once every three months.

The Convener will serve as Chair of the Oversight Committee, and the powers of the Oversight Committee include:

- Voting rights
- Ability to give signing rights to individuals on the RBEDR's behalf
- Money management
- Represent RBEDR in person or writing (with approved vote)
- Hiring and firing
- Set direction, policies, procedures for the RBEDR
- Enter into contracts
- All other legal activities granted a board under the Washington and IRS law

Two specific roles on the Oversight Committee will be established, including Convener-Elect, and Secretary-Treasurer. Their roles follow:

The Convener-Elect will be responsible to:

- Preside over Coalition meetings in the absence of the Convener
- Assume the role of Convener in the event of the Convener's inability to complete a responsibility or term
- Consult with workgroup chairs as needed
- Perform other duties as directed by the Convener

Time Commitment:

- Approximately 1-2 hours per month
- Attend Coalition and Oversight Committee meetings, and major Coalition activities
- One-year availability

Qualifications:

- Ascribe to Coalition mission, goals and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure

The Secretary-Treasurer will be responsible to:

- Serves as secretary to Coalition and Oversight Committee
- Assists with Coalition/Oversight Committee meeting agenda layout and distribution
- Notifies Coalition/Oversight Committee members of upcoming meetings 2 weeks in advance
- Locates and secures facilities and arranges food for meetings
- Takes meeting minutes and distributes electronically to members within 2 weeks of meeting.
- Maintains current roster
- Serves as custodian for all records and reports
- Collects dues (if any) and maintains financial records

Time Commitment:

- Approximately 2-4 hours per month
- Attend Coalition and Oversight Committee meetings
- One year availability

Qualifications:

- Strong organizational skills
- Strong communication skills

Nomination and Election of Oversight Committee Roles

When a gap in leadership is identified – and at a minimum of once per year – the Oversight Committee will identify that gap and bring it to the full Coalition for discussion. A nomination process and a vote, as described in the decision-making section of this charter, will then take place to identify new potential leadership. Nominations can happen by referral or self-nomination.

Adhoc Working Groups

Adhoc working groups will work on RBEDR priorities and provide recommendations to the Oversight Committee. Working groups will carry out their work consistent with the guiding principles and ground rules for the project as a whole. Adhoc working groups will be composed of members recruited by the Oversight Committee, but may involve other interested participants. Additionally, a working group Chair will be identified. Adhoc working groups will meet regularly as needed to carry out their work and review project status and needs.

The Working Group Chair will be responsible to:

- Serve as liaison for Work Group to Oversight Committee and Coalition
- Develop Work Group agenda
- Serve as moderator of Work Group meeting (stay 15 minutes after meeting to network/evaluate meeting).
- Designate a recorder for each meeting of the Work Group
- Contact and coordinate with members about Work Group responsibilities
- Deal with members fairly, sensitively and confidentially
- Promote collaboration, conflict resolution and decision-making
- Be open to diverse opinions and points of view

Time Commitment:

- Approximately 2 hours per month
- Attend Work Group, Coalition meetings and major events
- One-year availability

Qualifications:

- Ascribe to Coalition mission, goals and bylaws
- Possess strong leadership and organizational skills
- Be familiar with or willing to learn principles of parliamentary procedure

Member At Large

To participate in the Roundtable as an active member, participants are asked to agree to the following terms:

We, [organization name], are committed to be an active member of the Rainier Beach Economic Development Roundtable (RBEDR). We are committed to the vision, goals, objectives and strategies that have been set forth by the Roundtable, and are dedicated to actively supporting the planning and collaboration that such coalitions undertake.

We acknowledge the contributions and expectations of the other members of the RBEDR, and see the

benefits of membership including:

- The ability to vote on issues brought to the Roundtable
- Advocacy and action for identified issues
- Access to community calendar, newsletter, website
- Access to resources and educational opportunities
- Connection to other members and priority populations
- Access to resources to support participation

As full members of the Roundtable, we agree to do the following:

- Attend a certain number or percentage of meetings (70% minimum or lose voting capability)
- Serve on a Adhoc Working Group, as determined by the coalition
- Commitment to share information
- Commitment to volunteer as outlined below
- Financial or in-kind pledge as outlined below
- Agreement to adhere and uphold committee values: equity, diversity, sustainability, connection and action.

Specifically, our organization will commit the following resources to the coalition:

- Meaningful financial contribution (suggested: \$35/year, small neighborhood-based organizations; \$110/year, intermediary organizations.)
- Support in one of these areas:
 - Access to volunteers for Roundtable tasks
 - In-kind contributions of staff time, material resources, meeting space, refreshments, or incentive items in the following ways: _____
 - Connections to other key organizations/individuals
- Share the following expertise: _____

DECISION MAKING PROCESS:

Decisions will be made in the following way:

- 1) Group will use modified Robert's Rules of Order
- 2) Discussion required
- 3) Convener calls for the vote
- 4) Vote to occur

Quorum shall be 51 percent of voting RBEDR members. Members may vote in person or by proxy (paper).

Types of decisions that require only a simple majority vote:

- Approval of meeting minutes
- Work plan items not related to money
- Event participation
- Money matters under \$750.00

Types of decisions that require 2/3 majority vote:

- Hiring/removal staff
- Adding/removal new Oversight Committee members
- Media release/public speaking
- Change in by-laws
- Adopting/discontinuing projects
- Funding: application and acceptance
- Endorsements
- Contracts
- Money matters over \$750.00