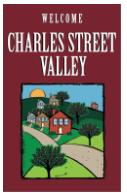


CHARLES STREET AREA CORP BOARD MEETING

MINUTES – March 8, 2022 @ 6pm via Zoom



Called to order by: LaRita Alston @ 6:05pm

Attendance: LaRita Alston, Maggie Conner, Rebecca Gilmer, Rebecca McDonough, Shalace Moore, Roosevelt Norfleet, Angela Williams, Ericka Wingfield

Guests: Justin Kaylor @ NSLC, Development Director

Excused: Amy Cotten

I. Introductions & Check-in

- Rebecca McDonough – manage in office of research and evaluation in Homewood Children’s Village & Bethany House
- Rebecca Gilmer – Board Coach through The Forbes Funds
- Shalace Moore – Resident of Charles St Valley – Masters candidate for ML=
- Maggie- property owners in CSV
- Roosevelt Norfleet – PCSI
- Justin Kaylor — new CSAC Consultant for Developing the Homeowner plans
- Ericka Wingfield – VP CSAC, 20 year resident of Charles Street Valley, Charles Street Area Council since 2002
- La Rita Alston- CSAC Area Council and life-long resident of the Charles Street Valley
- Angela Williams (joined late, tech difficulties)

II. Presentation: Justin Kaylor, Real Estate Director @ Northside Leadership Conference

- In private real estate development for 15 years prior to joining the NSLC.
- Most work outside of Pittsburgh, projects that include large-scale residential and mixed-use developments
- Resigned before the pandemic and started looking for work to find ways to use his experience and help grow the ability at the Leadership Conference.
- His focus is getting large projects done, on budget and on time.
- Excited about opportunity.
- Entering into contract – it is results-based which means that they don’t get paid or get fired if they aren’t delivering what we’ve asked them to do.
- Ericka is excited because her home was built by the CSAC 20 years ago with promise of continued building
- Justin will keep the board informed and be available for questions – Justin reiterated that this is CSAC’s project...not the NSLC’s project.

III. Meeting Minutes Approval- Board Retreat January 11.5.2022 (vote)

- Maggie motioned to approve minutes for Jan 11th – Roosevelt Seconded - approved unanimously.
- Meeting minutes from Board Retreat not voted upon

IV. Reports

a. Financial Report (Treasurer) (NOT AVAILABLE)

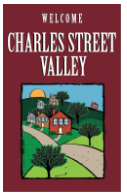
- i. Statement of Financial Position as of March 1, 2022
- ii. Angela Showed the bank account statement

b. Safety Health & Wellness Committee (Shalace Moore)

- DOMI will collect data for Charles Street traffic calming measures in the next few months.
- 5 factors they look at - Speed, volume crash history, ped generators and ped accessibility.
- Shalace is taking a violence prevention course on Wednesdays in conjunction with Perry Hilltop’s Northside anti-violence program for youth & adults

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- Safety meetings for Northside Public Safety council – 1st Thursdays of month at 6pm or 6:30pm
Organizational/membership fee is \$5/year to join.
 - o Motion to approve payment of fees: motion, Maggie, second, Ericka, unanimous yes.
 - o Ericka would be interested in attending as long as meeting is after 6pm...might be able to swing an earlier time with work bc of the content is related to her job
 - o LaRita is also interested

c. Housing & Real Estate Committee

i. AD Choice Neighborhoods (Angela Williams)

- Choice neighborhoods for Allegheny Dwellings is no longer the priority for the City of Pittsburgh Housing Authority – Bedford Dwellings is.
- Ang/Maggie met with Daniel Lavelle and the Housing Authority and learned that the Choice work in our area will be a few years out.
- Andrew Dash, Karen Abrams, Stephanie Joy will be meeting with Choice participants to find out if the planning/work can be adopted by the city? Angela will attend in order to protect CSAC interests.
- In the last walkthrough, there were sites “selected” for possible HUD development. A priority site for CSAC was at the intersection of Irwin and Charles Street. They may also be testing the site at Izora for capacity, but also low priority

ii. CSAC Housing Development (Justin Kaylor)

- 22 units of housing between Charles, Strauss, Cross and Irwin
- Looking to lock down site control from the URA, refine pricing, identify financing
- Justin currently meeting with potential contractors – builders, engineers, landscape architects – to put accurate budget numbers together for the pre-development phase
- Justin has set up a DropBox account to keep all of the documentation for the project so that we are able to see proposals, budgets, documentation, and anything else project-related
- Meeting with the URA (Victoria Jackson) tomorrow morning, Justin, Angela, Maggie
- Civil Engineering budget number from CEC engineers (provided full proposal for up to, but not including, construction) stormwater, utilities, Geotech, sewer/storm planning module, etc.
- Landscape architect would provide renderings for the plan for funders and financing sources (LaQuatra Bonci and Deena Klavon), site planning, master planning.

iii. Flocker Street Collaborative (Maggie Conner)

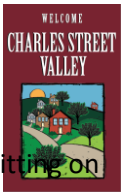
- Provided update that included digging into ground for utility connections
- Roosevelt asked questions regarding attempt to have affordable housing and regard for current demographic and history of the organization to avoid gentrification
- question was not answered with yes or no
- Ultimately Maggie answered and indicated that no attempt is being made to provide affordable housing or engage people of color in the multi-million dollar project except through FSC-CSAC conversation about impact fund
- Angela indicated the importance of RCO and establishing guide for all new developments in CSV that includes consideration of the existing residents

d. Board Governance Committee (LaRita Alston)

- Angela and LaRita have been attending a Board Governance class by the Forbes Fund. Lots of good info for our board and ideas for how to implement best practices.
- Governance Committee updated of ByLaws – Articles 1 through 4
 - Changes to be reviewed by attorney and filed with the State
 - Covers membership, meetings, who can serve, etc.

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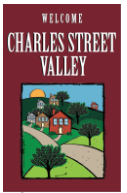


- Angela walked through changes to Bylaws, section by section.
- Roosevelt asked: Is there anything in the bylaws that precludes an executive director from sitting on the board and being paid?
 - We consulted with a non-profit attorney that gave us language to allow the ED to be paid and still sit as President
 - Following Safe-harbor policy in doing this.
 - Attorney should provide a supplemental opinion in writing for the CSAC board records regarding the hiring of Angela as ED???
 - Angela reminded that we followed the safe harbor protocols when the board voted to approve the hiring.
 - Make sure the board is protected here.
 - Roosevelt is an advocate for Angela being compensated... but wants us to be sure we do not compromise non-profit status
 - Procurement law – do we have to go through a procurement practice in order to hire an ED?
 - ONB Circular Section A133 – governs the processes and procedures that one must go through to procure goods and services.
 - Angela indicated this is for organizations with revenue thresholds greater than \$750k/annually
- Ericka would not feel comfortable voting on the Bylaws changes without reviewing them first
 - Availability for a follow up meeting – any evening after 6pm though the end of the month.
 - Angela suggests pushing it to next week – March 17th 6:30pm, via zoom
- Rebecca Gilmer asked if the chair would hear a motion to allow non-member participation in the board
- Resolution would be to accept just one article
 - Motion to approve Article IV, Section 1 as amended by the Board Governance Committee – Motion made to accept by Ericka; Seconded by Roosevelt, Motion passes unanimously.
- Call for motion to nominate Rebecca McDonough to the Board of Directors as based on the recommendation from the Board Governance Committee
 - Motion made to accept by LaRita, Seconded by Roosevelt, Motion Passed unanimously
- Angela requests that we please review the board recruitment process document that outlines the minimum steps for bringing candidates to the board. Will discuss on March 17th meeting.
- Also review the Board Member Commitment Form to discuss at March 17th meeting
- Please fill out the board matrix before the March 17th meeting.
- There are three prospective board members who live in Charles Street Valley
- President's Report/Financial Report to be presented on March 17th

Meeting adjourned at 8:26 pm

- Motion to adjourn made by Ericka, Seconded by Roosevelt

CHARLES STREET AREA CORP BOARD MEETING MINUTES – March 8, 2022 @ 6pm via Zoom



Special Board Meeting March 17th @ 6:30pm on Zoom

Attendance: LaRita Alston, Maggie Conner, Rebecca McDonough, Shalace Moore, Angela Williams, Ericka Wingfield

Excused: Amy Cotton

Bylaws Review

- edits to Section I-III reviewed and approved
 - Motion to accept edits made by Maggie, Seconded by Ericka & approved with abstention by Rebecca

Adoption of Forms: Commitment Form & Term Limits Established

- March 2020- Angela
- March 2021- Ericka, Maggie, LaRita, Shalace
- March 2022- Rebecca (volunteered as Treasurer)
- Resignations : Roosevelt Norfleet & Theresa Mayo accepted, received in writing since last meeting
 - Motion to accept made by Ericka, Seconded by LaRita & approved with abstention by Rebecca
- Angela to Correct the process form

Officers

- President: Angela
- Vice President Ericka
- Secretary: Rebecca
- Maggie: Treasurer
 - Motion made to accept new Secretary made by Ericka, Seconded by Angela

Events Committee: Angela Williams

- Propel Community Clean-Up Day in March/ April
- Student Council students will help clean-up trash
 - Motion made by Maggie to spend \$100, Seconded by Ericka, passed unanimously
- scheduled for March/ Need volunteers: Maybe Rebecca McDonough is available
- Bright-Chuck Point Garden Weed & Seed day: date TBD

President's Report

- The Commons – surveying in person & online until March 31- please complete survey
- 2022 Budget- *Tabled for next meeting; pending contract with bookkeeper*
 - **DCED Grant for Playground, CDBG grant applications due in April/ NED grant on hold**
- **RCO info needed from Board members** by end of business tomorrow/ posting agenda& minutes on website
- Meetings & Letters to Elected Officials: need to be scheduled and letters sent
- Marketing: Rebecca will help manage the process of website going live/ add Donorbox for various campaigns

Discussion

- **Angela will send info to all CSV residents for Residential Façade Program & Community Survey Rd 2 & City Cuts**
- General community meetings to commence on April- Spring- Fall
- April 12: next Board Meeting
- April 28 next General Community Meeting

Meeting adjourned at 8:45pm

- Motion to adjourn made by Maggie, Seconded by Ericka