

CHARLES STREET AREA CORPORATION

BOARD MEETING MINUTES – July 12, 2022 @ 6:30pm via Zoom



Called to order by: Angela Williams at 6:40 pm

Attendance: La Rita Alston, Margaret Connor, Rebecca McDonough, Shalace Moore, Angela Williams, Ericka Wingfield

Guests: George (Nick) Hodges, Zokpia Olumese

Excused: N/A

Absent: Amy Cotten

I) Check-in & Mindfulness

The board addressed some file sharing issues at the top of the call, and greeted our guests, George Hodges (website consultant) and Zokpia Olumese (CPA consultant).

II) Guest Presentation: accounting firm (vote)

Zokpia Olumese, CPA, CEO: olumeseac.com

- Zokpia's business conducts financial audits for organizations, and has come to specialize in nonprofit organizations; the firm grades financial statements for the company to attest to the financial management. The audit report is submitted when the financials are comprehensive and trustworthy to the satisfaction of the CPA, who will help ensure that all documentation is present and validated.
- The financial audit would span 3 years (2019, 2020, and 2021), 50% of the cost for the first year would be due up front.
 - We may not need to perform the audit for 2019 due to URA's requirements.
 - We will therefore start with fiscal year 2020 for the audit, then 2021.
 - We will request a decreased prep fee if possible for 2019.
- Angela Williams (President) and Margaret Connor (Treasurer) will lead on the CSAC side.
- There was a question of whether Zokpia, who is based in Maryland, was certified to operate in Pennsylvania, which he provided documentation to confirm that he is.
- Process: CSAC provides the accountant with the information we have (trial balance and financials, bi-laws and accounting policies and procedures, etc.), who then reviews it and becomes familiar with the organization and what we do, and conducts a risk assessment (including understanding assets and liabilities) which is graded; at the end of the process, the organization certifies the information, taking accountability for the stated financials.
- Maggie motioned to approve hiring Zokpia for the audits, with the expectation that President Angela will confirm the necessity of an audit for 2019 with the URA. Ericka seconded. The motion passed unanimously with no abstentions.

III) Meeting Minutes May / June (vote)

- Maggie motioned to approve the board meeting minutes for May 2022, Rebecca seconded. The motion passed with an abstention from President Angela due to absence on that call.
- Rebecca motioned to approve the board meeting minutes for June 2022, Maggie seconded. The motion passed unanimously with no abstentions.

IV) Financial Statement: May / June (vote) - vote tabled / review bank statement

- Due to technical difficulties with file sharing, this vote is tabled until August.

V) Safety Health & Wellness Committee: National Night Out (Shalace Moore)

- National Night Out will take place on August 2, 2022 at Fowler Park from 4:30 to 7:30 pm. Activities will include food, a bouncy house, balloon artist, face painting, and more!
- Shalace is in contact with Fineview / Perry Hilltop and is looking at options for CSAC to table or otherwise be represented at the event.

VI) Housing & Real Estate Committee (Angela Williams)

- i) CSAC Infill Housing Project Status Update
 - a) Funding Update
 - a. Loan Applications NCF, URA, FHLB
 - Our \$100,000 predevelopment loan with the URA was approved!
 - b. Grants: County, URA, Foundations
 - b) Site Control Meeting 7/7
 - i. URA & Rising Tide & City
 - c) Walking Tour with Mayor 7/8
 - d) Cross Strauss Parklet Survey: tinyurl.com/CrossStraussParklet
 - This will be promoted at the Community Meeting on August 3rd at 6:30 pm at the Propel Wellness Center, where results from the community blueprint survey will also be discussed. The Forbes Funds will be present, and local officials will be invited.
 - e) Vacant Lot Purchases: new staff Amanda.lopata@pittsburghpa.gov (412.255.2468)

VII) Board Governance Committee (Ericka Wingfield)

- i) Bylaws Approval **(vote) - vote tabled**
 - Suggestions:
 - Clarify the language around what a member is and who may be one
 - President Angela will have the bylaws reviewed by a nonprofit attorney
 - Vote is postponed pending review by the nonprofit attorney
 - Review meeting recommendation at Article 4, Section 3

VIII) Chair/ Director's Report

- i) Insurance limit increase **(vote) - vote tabled**
 - Angela will get quotes for insurance, members should look out for information in preparation to vote in the coming months
- ii) Trash Cans delivered: Community Pick-up: TBD
- iii) The Commons Blueprint 8/3 @ 6:30pm – Community Report Meeting at Propel Wellness Center
- iv) Greenways Party- with Grounded, Scenic Pittsburgh, City @ Star Meditation Garden- free plants 7/28 or 7/29 @ 4pm
 - Most board members are available at 6:00 pm
 - **Action Item:** Angela will confirm scheduling and email the update
- v) Allegheny City Society CSV Tour honoring Josh Gibson 8/6 @ 11am
 - **Action Item:** Angela will share information with the team via email
- vi) Back to School Supplies Giveaway- August 20th
 - Recommendation is for CSAC to provide a supportive role (including a donation of items) rather than participate in the planning committee, due to several ongoing commitments • Planning

meeting on Thursday, July 14th at 11:30 am via Zoom (Ericka shared link)

- **Action Item:** Angela will email the Propel team reminding about resident concerns regarding parking during the events if La Rita is not able to attend the meeting

vii) Choice Contract with PHCC/FCC

- Prior contract has now been completed with final invoice submitted
- New \$12,000 contract for the next 6 months has been submitted
- List of lots is needed

IX) Marketing Committee (Rebecca McDonough)

i) CSAC Website www.csacpa.org went live on 6/20/2022: Review & suggestions discussed.

Action Items:

- There is an error with the Events page displaying previous events, Rebecca will fix
- Ericka would like her bio to be updated, will communicate with Rebecca via email
- Need to determine how contributors will be attributed on the site
- Follow-up meeting with Angela will include conversation about content updates and technical assistance moving forward, as well as pricing for tools related to the site

ii) Payment to consultant (George Hodges) **(vote)**

- Maggie motioned to approve the payment to George Hodges, Ericka seconded. The motion passed unanimously.

X) Discussion & Announcements

- GPNP Membership: membership fee has been paid to GPNP, The Forbes Funds will reimburse
- Community Meeting: July 28, 2022 from 6:30 pm - 8:00 pm via Zoom

Meeting adjourned at 8:49 pm by Ericka Wingfield, Shalace Moore seconded.