

# CHARLES STREET AREA CORPORATION BOARD OF DIRECTORS MEETING MINUTES

January 10, 2023 @ 6:30pm (via Zoom)



**Called to order by** Angela Williams at 6:32 pm

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

**Excused:** None

**Absent:** None

1. Check-In: NEW YEAR 2023
2. October Meeting Minutes **(vote)**
  - a. The board will table the vote until February
3. December Community Meeting Minutes **(vote - optional)**
  - a. The board will table the vote until February
4. Finance Report (Treasurer)
  - a. 2022 Financial Audit **(vote)**
    - i. Contract with Zokpia Olumese to complete the 2022 financial audit
    - ii. **Vote:** M. Connor motioned to approve the contract, L. Alton seconded. The motion passed unanimously with no abstentions.
      1. Discussion: E. Wingfield asked how this quote compares to typical rates for audits of organizations our size. A. Williams clarified that the size of the organization does not typically impact the cost of the audit.
  - b. 2023 Budget (attached to board packet) **(vote)**
    - i. The 2023 budget includes projected operational and programmatic expenses with descriptions and notes. It itemizes expected revenue, specifying which streams are unsecured, submitted for, committed, or secured and in what amounts. Carryover income was committed in 2022 and will be received in 2023. Carryover expenses were committed to in 2022 and will be paid out in 2023. A detailed budget for the Infill Housing project was included in the packet, specifying current pre-development and construction cost estimates; this will be updated as the project develops.
    - ii. The budget also includes a 6 month contract with an administrative assistant at 15 hours / week.
    - iii. E. Wingfield will confirm how to secure funds from the Facebook fundraiser; should be matched.
    - iv. **Vote:** E. Wingfield motioned to approve the 2023 budget as proposed, L. Alton seconded. The motion passed unanimously with one abstention (S. Moore).
5. Safety Report
  - a. Update on Mistick Meeting
    - i. Bob Mistick is filling in dirt behind the red houses that will be torn down, and plans to use that dirt to plant trees in an area with rain water runoff that has been going into the street.
  - b. Vacant Lots on URA Hold parcels
    - i. There are abandoned vehicles parked in vacant lots that need to be removed.
    - ii. Support needed for issues being raised to 311; S. Moore requested that an email or group message be sent to notify and remind board members when reports need to be made. The new administrative assistant will also have a role in documenting and following up on these needs.
      1. 311 requests can be made via call or through the app.
  - c. Update on Parking on Sidewalks
    - i. Rowhouse parking has been an issue; it seems that street parking has been eliminated there
  - d. Additional updates:

- i. Ticketing in front of the church may continue; no response from two phone calls and email sent to church
- ii. Jan public safety meetings will be first Thursday from 6:00 to 8:00 PM at the Mattress Factory. A. Cotten will attend for the CSAC Safety committee.

6. President / ED Report

- a. Parklet: \$97k to City **(vote)**
  - i. \$102k may be the updated amount. **Vote:** M. Connor motioned to approve the Executive Director to send funds to the City once the correct amount of all donations is determined (audit contingent), S. Moore seconded. The motion passed unanimously with no abstentions.
- b. Housing: Contract with E&D firms
  - i. Development team working on it, including cars on the lot. No further updates.
- c. Organization: contracts: executive assistant & marketing firm **(vote)**
  - i. Approved as per the budget conversation and vote
- d. Real Estate Acquisition: 2451 / 2450
  - i. Hold off on discussion pending cost-benefit analysis
- e. NSLC Meeting: S. Moore will attend to represent CSAC with A. Williams (will notify NSLC)

7. January Events / Calendar

- a. Hilltop Alliance Housing Meeting: 1/13 @ 1PM ([virtual](#))
- b. Strategic Planning Bayer Center 1/24 @ 10AM – 11:30AM ([virtual](#))
- c. Greenways NPRA 1/24 (in the afternoon ETA TBD)
- d. Perry Hilltop Community Meeting: 1/24 @ 6:00PM ([virtual](#), [rsvp](#)) **\*priority\***
  - i. URA will be speaking at this meeting regarding developments

8. Board Governance

- a. Sign and return the following forms for 2023 before the February meeting:
  - i. Board Commitment Form (attached to board packet)
  - ii. Conflict of Interest Form (attached to board packet)
  - iii. Board Member Contact Form (attached to board packet)
- b. Officers / Executive Committee
  - i. Vote will be held in March to confirm officer appointments and committees
- c. Board Training
  - i. Board members should identify professional development priorities for 2023 ASAP (for example, Finance, Executive Coaching, Trauma Training, etc.) inform ED or present at next BOD meeting

9. CSAC 2023 Goals

- a. Increase Resident Participation - Trauma Training / CPR / Stop the Bleed
- b. Complete Predevelopment site work for Infill Housing project
- c. Activate Committees
  - i. Beautification
  - ii. Events Planning
- d. Board members should share ideas or desired goals for 2023 ASAP (inform ED or present at next BOD meeting)

10. Additional Notes / Discussion

- a. State Rep. Abney will be hosting a meet and greet on 01/21 at 10:00AM at 730 James Street (new office)

**Adjournment:** Motion to adjourn (E. Wingfield, seconded by M. Connor) at 8:01PM