

CHARLES STREET AREA CORPORATION BOARD OF DIRECTORS MEETING MINUTES

February 16, 2023 @ 6:30pm via Zoom



Called to order by 6:36 PM by Angela Williams

Attendance: Angela Williams, Ericka Wingfield, Shalace Moore, Rebecca McDonough, Maggie Connor, Amy Cotten, Archish Maharaja (guest), Quincy Swatson (guest)

Excused: La Rita Alston

Absent: N/A

1. Check-In : Happy Birthday Shalace!
2. Invited Guests: Potential CSAC Team Members Introductions: Quincy Swatson, Arch Maharaja

Quincy Swatson: works for Pittsburgh Public Schools

Dr. Archish Maharaja: CPA and faculty at Point Park University School of Business, volunteers at the school, has been engaged thru SCORE as financial mentor

3. Meeting Minutes Approval:
 - a. January 2023 BOD meeting
 1. Maggie motioned to approve the January board meeting minutes, Rebecca seconded. The vote passed unanimously with no abstentions.
 - b. December Community Meeting
 1. Maggie motioned to approve the January board meeting minutes, Rebecca seconded. The vote passed unanimously with one abstention (Ericka was not present at that session).
 - c. November BOD 2022 Meeting: Canceled - No quorum
 1. Angela and Maggie came, but the rest of the board was unavailable.
 - d. October BOD 2022
 1. Maggie motioned to approve the October board meeting minutes, Rebecca seconded. The vote passed unanimously with two abstentions (Maggie and Shalace were not present).
4. Finance Report (Executive Director)
 - a. Audit update
 1. Angela has been working in Quickbooks for the last couple of weeks, and it is now in order. All projects have been categorized and itemized!
 2. The state of financial position reflects an accurate amount in our bank account currently; accounts receivable as well as accounts payable have been adjusted to reflect carryovers and other factors.
 3. Dr. Arch plans to review the information with Angela and provide assistance.
 4. Commitment received for predevelopment (restricted funds)
 - b. Financial Statements
 1. Maggie motioned to approve the financial report, Amy seconded. The motion passed unanimously with no abstentions.
 - c. Grants
 1. Contracted Community Engagement Coordinator hired last month is no longer with CSAC.
 2. Hoping to reallocate remaining funds for a Black History focused event.
 1. This would be a collaborative event with other community organizations.
 2. Event would include a talent show with themes related to Black History.
 3. Funding proposal would reflect the cost of paying an event planner.
 4. There would be an online poll about local "bests": wings, sides, after school, etc.
 5. Discussion:
 1. Dr. Arch recommends we engage event planners and have them propose a budget before revealing what we can allocate. Angela shared that some budget information has already been shared.
 2. Ericka wondered about the timeline, and mentioned a few other large events happening over the summer. Angela mentioned that someone proposed May, but that the plan is for the event to occur some time in the next 4 months.
 3. Maggie asked if follow-up with the YWCA would have to be notified or engaged around the reallocation. Angela said that she would be keeping them apprised, and that she has a deadline of March 1st to submit the updated proposal.

6. Maggie motioned to approve the reallocation, Ericka seconded. The motion passed unanimously with no abstentions.
5. Safety Report: Amy Cotton, Committee Chair
 - a. Northside Public Safety Meeting Update
 1. Amy attended the February meeting, it was well attended by the community.
 2. The Housing Authority, Public Safety, a park ranger, a juvenile justice representative, and residents were in attendance.
 3. Amy gathered contact information for key individuals on the council.
 4. During the presentation, there was guidance shared about when to contact 911 vs. 311. As a general rule, call 911 for emergencies, and 311 for everything else.
 5. Cameras are being upgraded around Giant Eagle on Cedar Avenue.
 6. Goals: Zero homicides in Pittsburgh. Greater in-person contact. Promote Cafe Momentum.
 7. Shuman has closed. There is currently an issue with juvenile offenders removing their ankle monitors and reengaging in illegal activity. Unclear what the options are moving forward.
 8. Amy will continue attending, and believes it's an important part of investing in the community.
 9. **Action Item:** Angela will pay agency dues (can be paid online).- NOT DUE AT THIS TIME
 - b. 311
 1. The hope was originally that the Community Engagement Coordinator could receive 311 needs from the community via the website and share with community members.
 2. This could also include a text chain to notify residents who may want to be aware or boost issues.
 3. Amy suggested that board members check out the NextDoor app to see outstanding issues.
 1. Angela mentioned a prior account that was used, but ended up being for Perry Hilltop
 2. Angela is still an administrator/ moderator for Perry Hilltop Next Door
 4. There was a complaint about cars parked on the sidewalk and in front of the garage on North Charles Street and Nublock. Nothing has changed.
 5. There is a request for police to increase their presence on the side streets. People are driving the wrong way on one-way streets.
6. President/ ED Report
 - a. Parklet: check sent to City for \$101k (see summary below)
 1. Fees are withdrawn from our donations for Donorbox and Stripe
are they excessive? need secretary to investigate better rates
 - b. Greenway Activation
 1. \$50,000 was committed via NRPA grant to greenway activation, and CSAC hopes to increase via grant writing- need City support to submit the grant apps.
 - c. Infill Housing Predevelopment
 1. Contract with E&D firm
 1. An engineering and design firm has been identified for the housing work. We were able to negotiate a decrease in design fees - lower cost for modular.
 2. PVE and EDI are the two firms CSAC is currently looking to engage.
 3. Module is a potential building company. Conversation about subsidy.
 4. Tour of Module homes on 3/3
 1. Ericka, Amy, and Rebecca are interested in attending. Fridays and weekends work best.
 2. Draft License Agreement
 1. Agreement has been received from the City and is being reviewed by our volunteer attorney. City point of contact stated that they can now only communicate through the attorney to remain in compliance with their code of conduct.
 2. Some details are still being worked out, including stated insurance requirements that do not pertain to our organization (workers compensation, automobile).
 3. Angela is interested in seeking an agreement with the attorney to ensure adequate representation; however, we can't afford to pay him, so it would be in kind.
 3. URA Exclusive Negotiations process
 1. The draft license agreement states that we are now in exclusive negotiations to purchase the properties. The process will likely take about 18 months.
 4. Funding update: NCDF, Bridgeway Capital, Buhl
 1. Northside Community Development Fund will not release the \$100,000 loan until we formally have a development consultant.
 2. CSAC received funds from Buhl.
 3. Bridgeway Capital is still in progress.
 - d. Investment Rental Housing

1. 2451/ 2450 - Inspection Reports (attached)
 1. \$700 in unrestricted funds were used to obtain the inspection reports.
 2. Both places will likely need to be rewired, and 2451 needs a new roof.
 3. Rewiring would cost approximately \$7,000, and other updates are needed.
 4. 2451 may not be a good deal, but 2450 looks like it would be.
 5. 2450 would be utilized as CSAC offices.
 2. Inspector presentation TBD
 - e. Organization
 1. Partner updates: community outreach coordinator, volunteer administrative assistant
 1. Volunteer administrative assistant is Nancy Shaefer.
 2. Executive Director compensation
 1. Angela would like to go on payroll if the revised bylaws support a person to be considered an employee (would be willing to take a pay cut to accommodate the cost of a payroll system)
 1. \$3,000 is a prior estimate for ADP (annual)
 2. CSAC would need additional insurance (AW to coordinate new insurance with City/ URA site access requirements)
7. February & March 2023 Events
 - a. One Northside Meeting - next week at Acrisure Stadium
 8. Board Governance –
 - a. NEED FORMS - deadline is March 14th
 1. Board Commitment Form (attached)
 2. Conflict of Interest Form (attached)
 3. Board Member Contact Form (attached)
 - b. Executive Committee Voting & Inauguration in March 2023
 - c. Board Member Recruitment Interviews
 9. Outreach, Marketing & Social Media (Rebecca)
 - a. Website updates
 1. Surveys - new webpage needed
 2. Trauma Training / CPR Sign up - new page (or post / event) needed
 1. Ericka suggested that we make sure this is open to the community
 3. The Commons - new webpage needed
 - b. Angela has received quotes for website content management services (one indicated \$125 per hour cost)
 - c. Briefly reviewed data on affordable housing in the community (What can the average resident afford?)

Ericka motioned to adjourn at 8:35 pm, Rebecca seconded.