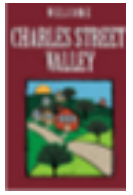


**CHARLES STREET AREA CORPORATION  
BOARD OF DIRECTORS MEETING MINUTES**

**March 14, 2023 @ 6:00 PM - 7:30 PM via Zoom**



**Called to order by Angela Williams at 6:13 pm**

**Attendance:** Angela Williams, Nancy Schaefer, Rebecca McDonough, Amy Cotten, Ericka Wingfield, La Rita Alston, Archish Maharaja, Shalace Moore

**Excused:**

**Absent:** Maggie Connor

**1. Check-In:** Everyone is thankful things are as well as they are

**2. Board Governance 6:07 pm**

a. Potential Board Member Update **(vote)**

1. Archish Maharaja Recommendation

- Members of the board were impressed by Dr. Arch's experience and the comments he made during his interview. Participating members believe that he would be a good fit, and recommend that he be voted in as a member of the board of directors.
- **Vote:** La Rita motioned to appoint Archish Maharaja as a member of CSAC's board of directors, Ericka seconded. The vote passed unanimously with no abstentions.
- Angela will serve as Dr. Arch's board coach.

2. Quincy has requested to reschedule his interview, and the board will try to accommodate that.

b. Executive Committee Voting & Inauguration **6:15 pm (vote)**

- **Vote:** Angela motioned for all board officers to continue in their current positions, and La Rita seconded. Each board member abstained from voting on their own position. The vote passed unanimously.
- In discussion, Angela noted that Maggie has missed several meetings, which may be compromising her ability to serve in her position as Treasurer. However, further conversation with the Director is needed.
- Committees:
  - Current board committees include: Executive, Board Governance, Beautification, Safety / Health & Wellness, Events Planning, Development (Housing / Real Estate), Outreach

c. COMPLETE FORMS by April 7th

1. Board Commitment Form (attached)
2. Conflict of Interest Form (attached)
3. Board Member Contact Form (attached)

**3. Meeting Minutes Approval (vote) 6:25 pm**

a. February 2023 Meeting Minutes (attached)

- The vote was tabled until April.

**4. Finance Report (Executive Director) 6:35 pm**

a. Financial Statement **(vote)**

- Included below.

b. Audit: presentation by Olumese **(vote)**

- The statement of financial position reflects current assets for CSAC in cash, cash equivalents, and accounts receivable. It demonstrates accrued liabilities and donor restricted assets (all allocated).
- Cash was primarily received through donors and paid out through vendors (none invested or received from debt). These statements were verified with contract documentation on file.
- The statement of functional expenditures detailed the activity per project in 2022. Our largest expenses were allocated to the Cross-Strauss Parklet and Community Engagement, consistent with organizational priorities.
- Events were evaluated as of December 31, 2022, with no missing information from the audit period identified as of today.
- Angela noted that Quickbooks has been set up. An advisor has been engaged, and Zokpia has also assisted

with making corrections. Zokpia advised adding receivables to Quickbooks when funds are received, matching to disbursement, and recording reimbursable expenses with invoices. Dr. Arch also offered another method of debiting and crediting accounts that may also work for CSAC (further conversation with the financial advisor is needed to determine the best method: accrual or cash).

- **Vote:** Rebecca made a motion to accept the financials as presented, Dr. Arch seconded. The vote passed unanimously with 1 abstention (Ericka was unable to review the document prior to presentation).

c. Grants **(vote)**

1. Pgh Foundation - operating expenses, grant due March 21, 2023
2. Hillman Foundation
3. Community Development Block Grant (CDBG) 2023 / Public Service
4. Department of Conservation and Natural Resources (DCNR)
  - **Vote:** Dr. Arch motioned to approve the submission of grant applications to the Pittsburgh Foundation, Hillman Foundation, CDBG, and DCNR; Rebecca seconded. The motion passed unanimously with no abstentions.
5. YWCA \$15k- new expenditure
  - May reallocate funds from what would have been a black history celebration event to operating expenses

**5. Safety Report:** Amy Cotton, Committee Chair **7:00 pm**

a. Northside Public Safety Council (NSPSC) Meeting:

1. Angela asked that the NSPSC to make the following trainings available to community members and stakeholders in the Northside: Trauma Training / CPR Training / Stop the Bleed
2. Community watch block signs (**need volunteers**) have been made available through a grant made to Northside Partnership Project ( per Mr. English)
  - **Action Item:** CSAC representatives will ask questions at the next NSPSC meeting to determine whether there is an active neighborhood watch and how it will be organized.

b. 311 - parking, one way streets, speeding, other

- Amy reported a car that was reported and towed (no further action needed)
- Dirt is being dumped (by Northside Associates/ Mistick Construction) into an area where water is leaking into North Charles Street (no action needed) at the
- Motorcycles were driving on Harlan Avenue, attempting to go up the city steps
- Is Strauss one way? There is not a sign at the end of the street, the other sign may now be missing.
  - **Action Item:** Angela will mention this at the next meeting with City Planning and ask for signs
- There is an issue with parking in front of the garage at North Charles and Nublock Streets; Angela and some others have spoken to the owner, but it has continued to be a problem.
  - **Action Item:** Boost report to 311.
- Angela will also continue to investigate traffic calming measures with DOMI.

**6. Community Development (ED) 7:05 pm**

a. Parklet VOTE ON FINAL DESIGN: <https://engage.pittsburghpa.gov/cross-strauss>

b. Greenway Activation: GIVE Community Input: <https://engage.pittsburghpa.gov/north-charles-street-greenway>

c. Infill Housing Predevelopment

1. Draft License Agreement; Attorney
  - CSAC needs to identify an attorney that will engage with us pro bono to provide counsel regarding liability insurance and other requirements for predevelopment. This person would liaise with the City. If not, the board will need to allocate funding to pay an attorney or recruit an attorney to the board.
2. URA Exclusive Negotiations process - standing monthly meetings are in place
  - CSAC needs to hire a real estate development consultant.
3. Feasibility Study \$1,500 **(vote)**
  - \$1,500 was written into a funding proposal; we are currently awaiting approval from the City
  - **Vote:** Ericka motioned to approve the letter of intent for a feasibility study in the amount of \$1,500, Rebecca seconded. The motion passed unanimously with no abstentions.
  - Discussion: the deliverables from the feasibility study would include high level estimates for

construction costs, a roles and responsibilities matrix, a baseline feasibility analysis, standard specification sheet, and estimate for the foundation cost.

4. Funding update: NCDF Loan / Real Estate Consultant requirement & PM contract with NSLC

5. Northside Affordable Housing Meeting: entities offering or developing affordable housing in the central Northside presented on Monday, March 13th to talk about current eligibility, costs, waiting lists, and planning efforts. The YMCA on W. North and Monterey has received funding to upgrade their 60 single room occupancy (SRO) units. Nancy also reported that the meeting was productive overall and that there was a large and diverse turn out, which was encouraging for the first fully in-person meeting since the pandemic.

d. Northside Associates

1. RE Investment Purchase- no action with CSAC
2. Playground- to be built at end of Historic N Charles St Rowhouses

#### 7. Flocker St Collaborative Update (Maggie Connor) 7:15 pm

- No presentation.

#### 8. Outreach, Marketing & Social Media (AW) 7:20 pm

a. Website updates

1. Parklet & Greenway Surveys online / Donorbox update

- Rebecca created a post for the Greenway Survey on the website (based on information from Angela) which links to the city's Engage page for the project: <https://csacpa.org/2023/03/03/greenway-survey/>
- Angela added a link to the Cross-Strauss Survey on the Home page and All Projects page, and the link to the Greenway Survey on the All Projects page.
- Angela updated Donorbox to reflect the survey and updated design.

2. Contract with Dre Media \$125 / hr = create 3-4 new pages under \$1k (vote)

- Resource Page
  - Housing
- Contact Us
  - Interact with CSAC
  - Newsletter
- 311 Page
- **Vote:** La Rita motioned to approve Dre Media contract to create 3-4 new web pages for csacpa.org, Ericka seconded. The motion passed unanimously with no abstentions.
  - Need links for surveys, postings: intern, real estate development consultant

b. The Forbes Fund: The Commons/ GPNP

1. Welcome packets - (need volunteers)

- Ericka should be able to help out.

c. Community Activities: Tickets for Kids: need designated representative

#### 9. March & April 2023 Events 7:25 pm

a. Perry Hilltop (topic: healthy community) 3/28 @ 6:00 pm 2601 Norwood Ave or on FBLive (need volunteers)

- Angela will attend to rep CSAC & present CSV projects

b. CSAC Community Meeting: April 25<sup>th</sup> @ 6:00 pm

- meeting was rescheduled from April 27th to Tuesday the 25th
- City will present the final design for the Cross-Strauss Parklet
- meeting will likely be in person with an online option to attend

c. Beautification - TBD (need volunteers)

- All board members are asked to attend the annual Weed & Seed Event; Date: TBD: early May/ late April

**Ericka motioned to adjourn at 7:50 pm, Rebecca seconded.**