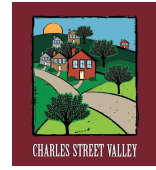


CHARLES STREET AREA CORPORATION
BOARD OF DIRECTORS MEETING MINUTES
April 25, 2023 @ 7:00pm (In-Person & Zoom)



Called to order: 7:31 PM

Attendance: Angela Williams, Ericka Wingfield, Rebecca McDonough, La Rita Alston, Arch Maharaja, Quincy Swanson,

Guests: Nancy Shaefer, Rebecca Gilmer

Excused: Shalace Moore

Absent: None

I. Attendance (7:00 PM)

- Shalace would like to take a leave of absence: 6 months
- Maggie sent her resignation on Sunday
 - Ericka motioned to send Maggie the exit interview, Rebecca seconded. The motion passed unanimously with no abstentions.
 - Rebecca motioned to remove Maggie from the Corporation's bank account and add Ericka Wingfield to the account, Arch seconded. The motion passed unanimously with no abstentions.
- Harold Ralph moved, and will need to be removed from the [old / original CSAC bank account]
 - Rebecca motioned to remove Harold Ralph and add Ericka Wingfield to the account, Arch seconded. The motion passed unanimously with no abstentions.

II. BOD Meeting Minutes Approval (vote) (7:05 PM)

- **Vote: February 2023** - Ericka motioned to approve the February meeting minutes, La Rita seconded. The motion passed unanimously with no abstentions.
- **Vote: March 2023** - Arch motioned to approve the March meeting minutes, Ericka seconded. The motion passed unanimously with no abstentions.

III. Financial Report (attached) (vote) (7:15 PM)

- Updates to CSAC 2023 Organizational Budget:
 - Increase to the Professional Services budget to account for attorney fees, audit fees,
 - Add a Professional Development line item to cover coaching, training, classes
 - Vote is tabled until board members can review the comparison budget

IV. Board Recruitment Introduction: Quincy Swatson (7:20 PM)

- Quincy attended the community meeting, enjoyed meeting residents and learning more about the work
- Works for PPS in the Office of Equity, primarily out of Perry High School
- Former executive director of the Door Foundation (educational organization)
- Sits on a couple of board, this is a good time for him to join a new board as some of his current terms are expiring
- Has a history of being on boards and running nonprofit organizations
- Interested in participating in the strategic planning process and projects– the park needs a bathroom! (haha)
- Relevant skills:
 - Board experience, implementing Robert Rules of Order and supporting operations, fundraising and locating grant and investment opportunities, leveraging relationships and connections to ensure the org is invested in
- How many hours can you commit per week?
 - 5 hours/ month, including meetings, at-home: some weeks= none, some weeks= a few hours
- Where do you see the gaps in the board?
 - Communication. Board, executive, community members. Making sure there are clear channels of communications and members can engage with what's in front of them. Sustainable communications – we can't always knock on doors.
- Do you have any reservations about joining the board?
 - Board member retention – a couple of members currently leaving the board. Why do people leave?
 - Is there a discrepancy between his stated availability and the hours CSAC requires?
 - Looking for 2 hours for monthly meetings, 2 hours for community meetings every other month, 2 hours of volunteering or other tasks. Currently 4 hours a month on average.

- **Vote:** Ericka motioned to admit Quincy to the board of directors at CSAC, Rebecca seconded. The motion passed unanimously with no abstentions.

V. Guest Presentation- Rebecca Gilmer, Executive Coach, RGG & Associates (7:20 PM - 7:40 PM)

- Anecdote: Rosa Parks became the face of the bus boycott – but there are many names we don't know, other women who were arrested. In the same way, some names may be known within the work we do, and many others support.
- *Pay the executive director! Do not pay out externally without making sure the organization's ED is paid.*
 - Getting payroll set up is directly related to the systemic, long term health of the organization.
 - It needs to be a priority, and shouldn't be taken out of ED salary. *Put it in the budget as such!*

Board Engagement – the following topics were briefly touched upon, and should be revisited at a later time

- > **Volunteerism**
- > **Working**
- > **Serving**
- > **Board Commitment**

Adjourned at 8:15 PM by Angela Williams, Rebecca seconded.