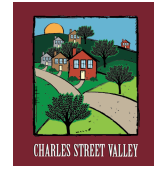


**CHARLES STREET AREA CORPORATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**May 16, 2023 @ 6:30pm (Zoom)**



**Called to order:** 6:35 PM

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

**Excused:** Shalace Moore

**Absent:** None

1. Check-in

- The board should follow up on the idea of mobilizing ourselves and our networks to promote **voter engagement** in the Charles Street Valley in the future.
  - **Action Item:** Quincy will identify the precincts and committee members.

2. April Board Meeting Minutes (attached) **(vote)**

- **Vote:** Archish motioned to approve the board meeting minutes for April 2023, La Rita seconded. The motion passed unanimously with one abstention (Quincy was not a board member at the time of the meeting).

3. Financial Report **(vote)**

- 2023 Budget amended (attached) **(vote)**
  - **Vote:** Archish motioned to approve the updated 2023 Budget, Rebecca seconded. The motion passed unanimously with no abstentions.
- Grants Update **(votes)**
  - Accept Bridgeway Capital grant
    - **Vote:** Ericka motioned to accept the Bridgeway Capital grant, Quincy seconded. The vote passed unanimously with no abstentions.
  - Retroactive vote to apply for / accept URA Ave of Hope grant
    - The grant application was accepted (not yet approved); would pay for site acquisition costs for 28 City-owned parcels, 4 URA-owned parcels, and an additional parcel acquired on our behalf by Rising Tides. It would also take care of the cost of lighting around the playground.
    - **Vote:** Rebecca motioned to retroactively accept the submission of the URA Avenues of Hope grant, Amy seconded. The vote passed unanimously with no abstentions.
    - Discussion: In the future, would we be able to include admin fees into this grant or similar grants?
      - Typically, we do not include admin costs in government grants, which are often reimbursable; instead, we typically utilize foundation funding to support admin or apply for operating support grants.
  - Apply for Heinz Endowments grant
    - May cover operational support as a nonprofit advocacy organization or the infill housing project.
  - Apply for Hillman grant July 15th
    - May cover operational support as a nonprofit advocacy organization or the infill housing project.
  - Apply for Allegheny Foundation
  - Federal Home Loan Bank grant
    - Angela will submit; currently working on the market analysis and is seeking support from the Northside Leadership Conference. This would go toward construction costs. This would go before a committee at the end of May, and an additional review process in June.
  - **Vote:** Quincy motioned to accept the proposal to apply for funding from the Heinz Endowments, the Hillman Foundation, and the Allegheny Foundation, La Rita seconded. The motion passed unanimously with no abstentions.

- Finance Committee: QuickBooks report (Dr. Arch)
    - Profit & Loss Statement (attached)
    - Balance Sheet (attached)
      - There are several errors represented on the balance sheet. Angela and Archish contacted the auditor to discuss, and he advised that a bookkeeper should be able to adjust it. There were two payables listed that should not have been there, so we will make a correction internally.
      - *There are no accounts payable outside of what is documented in the budget.*
4. Safety Committee - no report: need more people to attend Safety Meeting
- **311 Request:** A community member expressed concerns that someone is selling drugs and gambling in a residence. The board does not feel comfortable promoting this as a 311 request without being able to verify the information, and the matter may be more appropriately handled by police.
    - Do we have a statement about what the 311 chain should be used for?
      - We do not, but the board agrees that a set of guidelines is a useful idea (and can live on the website when the page is up).
    - CSAC may want to consider a grant through Neighborhood Allies called [Get Online and Grow Online](#) (GOGO) to provide technical support for the website.
5. Executive Director's Report
- Playground Renovation
    - While the majority of the renovation will hopefully happen this summer, the pavilion, grill, and may not be constructed in that timeframe. City must provide a timeline, which has been requested multiple times.
  - Housing
    - URA Reimbursement Agreement (attached) **(vote)**
    - Apply for FHLB grant
      - Angela is currently working on the market analysis and will submit. Not seeking support from the Northside Leadership Conference until new permanent leadership is established. Grant funds to be used for construction costs. Meeting with FHLB staff will be held in June. Grant submission deadline is in August 2023. CSAC needs a bank sponsor: Wes Banco sponsored last year.
    - Apply for URA to replace NCDF loan
      - This would replace the previously proposed community fund loan.
    - **Vote:** Ericka motioned to apply for the Federal Home Loan Bank grant and the URA loan, Quincy seconded. The motion passed unanimously with no abstentions.
6. Events
- Memorial Day Planting: Saturday, May 27th from 10:00 AM to 12:00 PM
    - Bring a flower to plant a flower in memory of someone.
    - **Action Item:** Add to website event calendar
  - CSAC Board Meeting June 13th
  - NSLC Annual Dinner: Thursday, June 15th at the Priory
    - Who from the board wants to attend? CSAC will purchase tickets for:
 

● Angela	● Amy
● Rebecca (+1)	● Quincy
● Ericka	● Nancy
  - Community Meeting: June 22nd from 6:30 PM to 7:30 PM
    - Playground Updates
    - Greenways Updates
    - **Action Item:** Add to website event calendar
7. Adjournment: La Rita motioned to adjourn at 7:43 PM, Ericka seconded.