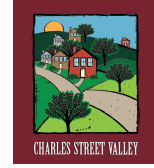


# CHARLES STREET AREA CORPORATION BOARD OF DIRECTORS MEETING MINUTES

June 13, 2023 @ 6:00pm (Zoom)



**Called to order:** 6:05 PM

**Attendance:** Angela Williams, Ericka Wingfield, Dr. Archish Maharaja, Rebecca McDonough, La Rita Alton, Amy Cotten, Quincy Swatson

**Guest:** Hassan Davis

**Excused:** Shalace Moore

**Absent:** None

1. Check-In @ 6:00 PM
2. Guest Speaker (6:15 PM): Hassan Davis, Affordable Elegance Catering = Letter of Support Request (**vote**) (attachment)
  - Hassan has been working with and at the Pittsburgh Project summer camp for 7-8 years
    - Rick Mason at the Pittsburgh Project verified Hassan's relationship to the organization
    - Hassan has rented space at the Pittsburgh Project for years. He has provided food service to the summer camp there in the past, but not for the past few years – he is expected to provide food services for camp this summer.
  - Connected to the Light of Life Ministry
  - Believes that it takes a village to raise a healthy community, and food brings people together
  - Business Plan overview:
    - Full service food production and education services
    - Cooking and nutrition classes, mentoring and internship programs
  - Connected through Miaunna Connor through the NSCC (Northside Chamber of Commerce?)
    - Looking for financial support through funding and grants, and is seeking a letter of support
  - Huntington Bank approved a loan for the business, but the Small Business Administration delayed it for 8 months, which has had a negative impact on the business
  - Discussion:
    - Can you please clarify the request and how we can help?
      - Hassan: The letter of support will go to the Northside Community Development Center (NCDC), who is helping with capital for the business. NCDC has agreed to provide the business with a loan to be paid back in installments.
    - When would you have to start repaying the loan, and how will your business generate the revenue needed to sustain itself and make the payments?
      - Hassan: The food truck and the catering portion of the business
    - Beyond the letter, what other support can CSAC provide to ensure the long term success of your business?
      - Hassan: Referrals would be awesome. As a member of the NSCC, many of the catering jobs he receives come from referrals and word of mouth.
    - What does the letter of support need to include? Does it commit us to anything?
      - Hassan: There are stipulations that Affordable Elegance Catering LLC is committed to through the loan agreement, but providing the letter of support would not commit CSAC to any action *as far as he knows*.
    - Where is the business based?
      - Hassan: The catering business operates out of the Pittsburgh Project's kitchen.
    - Amy recommended that Chef Hassan look into Cafe Momentum as well.
    - Angela noted for the board members that typically after CSAC provides a letter of support, we maintain an informal relationship with the organizations, and we often end up receiving reciprocal support from them
    - Rebecca: Is there anything specific that Chef Hassan would like to see included in the letter of support? When is it needed?
      - Hassan: Unsure, hoping we can advise on the contents of the letter.
  - **Vote:** Dr. Arch motioned to issue a letter of support for Hassan Davis to receive a loan, provided that follow up with Miaunna Connor from Northside Community Development Center is satisfactory; Rebecca seconded. The vote passed unanimously with no abstentions.
    - **Action Item:** ED will share the response from Miaunna/ NCDF
3. May Meeting Minutes (6:35 PM) (**vote**) (R. McDonough)

- a) **Vote:** Dr. Arch motioned to accept the May 2023 meeting minutes; Quincy approved. The vote passed with four votes in the affirmative (Angela, Archish, Amy, and Rebecca) and two abstentions (Ericka and Amy).
  - b) Follow-up from May action items:
  - c) Quincy: Tamica Denninson is the representative for precinct 2 (ward 26), which covers Charles Street Valley. There is a vacant representative position that can be appointed by Jake George. Quincy recommends that we look for a list of candidates that we could recommend
    - 1. **Action Item:** Quincy will reach out to Tamica to invite her to the community meeting on July 22nd; he will also share her contact information with the board.
4. Finance / Development Committee (6:30pm) **(vote)** (ED & Dr Maharaja )
- a) Vice President, Ericka Wingfield, will be added to the bank account as discussed
  - b) **Vote:** Ericka motioned to appoint Dr. Arch as CSAC Board Treasurer; Rebecca seconded. The vote passed unanimously with no abstentions.
  - c) The statement of financial position currently reflects liabilities in error; we should not have any outstanding liabilities, only operating expenses. We will also need to record and pay the invoice from RGG and Associates for services provided by Rebecca Gilmer.
  - d) Amazon discontinued their corporate donation program; we will no longer receive
  - e) Angela will need to be reimbursed for cloud hosting services from Digital Ocean (website cost), which had been placed on her personal credit card and is now correctly being paid from the CSAC credit card.
  - f) **Vote:** Dr. Arch motioned to accept the statement of financial position, pay the invoice to RGG and Associates, reimburse the Ed for payment from her CC, and review payments made to Angela as contracted Executive Director to ensure that they are correct; La Rita seconded. The vote passed unanimously with no abstentions.
5. Safety Committee (6:40pm) (A. Cotten)
- a) **Action Item:** Angela will add the minutes from the NSLC Safety Committee meetings to the board packet each month
  - b) NSPSC: Cookout w/ Cops: 6/20 Brighton Heights Lutheran Church 6:00 PM- Family Event
  - c) NSPSC now has a Facebook Page: <https://www.facebook.com/groups/178628075158394/>
  - d) **Action Item:** CSAC representative will ask about the life saving skills and trainings @ next meeting
6. Executive Director's Report (6:45pm)
- a) Capital Projects Update(ED)
    - 1. Affordable Homeownership Predevelopment **(vote)**
      - i. Predevelopment Engineer contract (attachment) with PVE
        - 1. Angela communicated that several items were missing from the proposal and PVE agreed to add most at no cost. Email forwarded to the board.
        - 2. PVE has a sister company, EDI, who is a design firm
        - 3. Civil engineering and design development will be separate phase
        - 4. The vote is tabled pending board review of materials
      - ii. Site Access Agreements
        - 1. The site access agreements and insurance requirements are in place, and no additional costs have been incurred.
        - 2. **Action Item:** Angela will obtain directors and officers insurance for the board; Quincy will send an additional option that we can reach out to for a quote.
        - 3. FHLB AHP Grant (attachment)- no discussion: meeting for 6/15@ 9:30am with Wesbanco as potential sponsor for 2023 application
      - iii. URA Meeting: RACP Grant
        - 1. We have a formal request for an RCAP grant to be written into the capital budget for next year. It would enable us to build all at once rather than in 3 phases.
        - 2. CSAC was not awarded Avenues of Hope ARPA grant from URA, which would have been used for site acquisition and playground renovation cost gap
    - 2. Cross Strauss Playground
      - i. Demolition is expected to begin at the end of June; may not occur until early July
      - ii. Play equipment should arrive in August or September.
      - iii. City has committed \$50,000 to help fill the gap; encouraging CSAC to continue to seek funding
    - 3. Greenway Activation
      - i. Site visit and CSV tour scheduled with Grounded for next week

- ii. City directed funds to Grounded for early site work, design and planting; a commitment of those funds will be provided to CSAC for community engagement. One idea is to provide community members with stipends to conduct outreach and engage with greenway activation planning, which may require additional funds. The MOU will be shared with board for review and vote at July meeting (dependent upon timely receipt from Grounded)

b) Meetings

1. Somali Urban Farm: Allegheny Land Trust

- i. Tom Mulholland from the Allegheny Land Trust reached out regarding an application they received for the garden protection program from Mwanakuwe Community Farm; CSAC does not currently support that application, and has requested additional information due to a lack of maintenance in the last 3 years.
- ii. Being part of the land trust protects the land as a greenspace, and opens opportunity for additional funding for whoever the tenant is that is stewarding that land.
- iii. What expectations would CSAC have for potential tenants?
- iv. What relationship could CSAC as an RCO have with the tenant and the Allegheny Land Trust to ensure that the land is maintained to a quality standard?
- v. The board would like to speak with Tom and members of the farm.
- vi. **Action Item:** Angela will upload the conceptual map of CSV that contains proposed greenway, park improvements, and new homes.

c) Upcoming Events (6:55pm)

- 1. BCP Gardening Day / reschedule memorial planting
  - i. **Saturday, July 15th from 10:00 AM to 12:00 PM**
- 2. Board Volunteer Event: Litter Pick-up / Food Bank / Ideas?
- 3. Board Meeting: **July 11<sup>th</sup>**
- 4. Community Meeting: **July 27<sup>th</sup>**
- 5. TFK - Pirates Day: August
  - i. **Saturday, August 12th @ 7:05 PM - Negro League Legacy Night**
- 6. [Historic Hill 5K Annual Walk](#): 8/19 @ 8am: TBD discussed in July
- 7. Back to School: Partner with Propel? New Ideas?
  - i. 50th / 5th year anniversary promotion

7. Marketing / Website & Social Media Update (ED)

- a) Angela is continuing conversations with Dre Media Works and meeting with other contractors

8. Governance: / Add Council to IRS as DBA (**vote**)

- a) Need bylaws amendment to allow and place parameters around electronic voting
  - 1. **Action Item:** Erica will convene the governance committee to make these updates before July meeting if possible
- b) Angela will file the 990 for CSAC based on the completed audit
- c) **Vote:** Ericka motioned to approve that CSAC register "Charles Street Area Council" as a DBA for the organization; Amy seconded. The vote passed unanimously with no abstentions.

9. Adjournment: Ericka motioned to adjourn at 8:04 PM, Quincy seconded.