

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
July 11, 2023 @ 6:00 PM (via Zoom)



Called to order at 6:23 PM

Attendance: Angela Williams, Ericka Wingfield, Rebecca McDonough, La Rita Alson, Amy Cotten, Archish Maharaja

Guest: Rebecca Gilmer

Excused: Shalace Moore

Absent: Quincy Swatson

I. Attendance/ Check-in (6:00 PM)

II. BOD Meeting Minutes Approval (vote) (6:10 PM) (Secretary Rebecca)

- i. June Meeting Minutes: names to be redacted, barring vote actions
 - i. La Rita motioned to accept the June meeting minutes, Dr. Arch seconded. The motion passes unanimously with no abstentions.

III. Financial Report (attached) (vote) (6:15 PM) (Executive Director)

i. URA Avenues of Hope Application

- i. Requested feedback as to why our application wasn't accepted
 - 1. The URA stated that our site is not within the designated area for Perrysville Avenue and North Charles Street.
 - 2. Board intends to follow up, because we are within a 0.5 mile distance from the boundary, and our investment would be consistent with their mission of investing in Black communities. No representatives from the Charles Street Valley were part of the review committee when decisions were being made about boundaries or disbursement.
- ii. The URA has taken possession of the public lots for the CSAC infill housing development project.

ii. Statement of Activity & Financial Position

- i. No major changes to the statement of financial position from last month. Angela and Dr. Arch will be convening this month to review and make corrections that were noted previously.
- ii. One reversing journal entry has been made to correct a previous accounts payable record.
- iii. There are insufficient funds to pay the ED salary without utilizing restricted funds.
- iv. Ericka motioned to approve payment to a contractor for services rendered beyond the contract end date, Rebecca seconded. The motion passed unanimously with no abstentions.
- v. Ericka motioned to approve the Directors and Officers insurance as quoted to the board if our attorney advises affirmatively, La Rita seconded. The motion passed unanimously with no abstentions.
- vi. **Note:** The next CSAC board meeting will be on Thursday, August 3rd at 6:00 PM

IV. Safety Report (6:20 PM) (Amy Cotten)

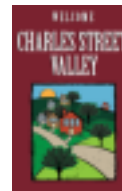
i. 311 Issues?

V. Executive Director's Report (6:30 PM)

i. Infrastructure:

- i. Meeting w/ Bob Mistick (La Rita Alston)
 - 1. Purpose of the meeting was to discuss the construction projects that were happening at the corners of N. Charles Street and Brightridge.

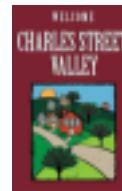
CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
July 11, 2023 @ 6:00 PM (via Zoom)



- a. Currently replacing the sidewalks and curbs along the street and planting trees on both sides; parking spaces will be provided next to the yellow house, handicap ramps will be installed, and signs will be added inviting people to park on the right-hand side of Charles Street.
 - b. Reminded that CSAC is the registered community organization, and that we should be notified about any major projects so that we can ensure the community has a say in the decision-making process.
 - c. We could use Bob's support in the Greenway project, clearing the land on the left side of Harlan Avenue, and removing brush from the hillside. We expect Grounded will be doing the work to renovate the greenway to create usable space; connected with Bob to collaborate on the project.
 - d. Bob also mentioned that the City's website now indicates that North Charles Street is supposed to receive traffic calming measures next year. Last we saw, those were still under evaluation and had not been confirmed.
- ii. Follow-up Call with City Planner 7/12 @ 2:00 PM
 - 1. Angela followed up with the City Planning department to inquire as to what permits need to be in place for different construction and development activities.
- ii. **Urban Garden - Tour with PA Sec of Agriculture:**
 - i. Angela attended and spoke with representatives from several groups, including Grounded.
- iii. **Greenway & Playground**
 - i. Rep. Abney (DCED) will have someone reach out to provide funding for the playground lighting.
- iv. **Affordable HomeOwn Development**
 - i. Wesbanco will sponsor us if we have our pre-development funds in place.
 - 1. **Vote:** Rebecca motioned to apply for the Federal Home Loan Bank Grant (application due August 8, 2023), La Rita seconded. The motion passed unanimously with no abstentions.
 - ii. Our revised plan details a Phase 1 pre-development strategy that would include site acquisition for 12 parcels.
- v. **Finances (vote)**
 - a. Authorization to apply for NED grant
 - 1. **Vote:** La Rita motioned to approve the application for the Neighborhood and Economic Development grant, Ericka seconded. The motion passed unanimously with no abstentions.
 - b. Authorization to apply for FHLB grant
 - 1. **Vote:** Ericka motioned to approve the application for the Federal Home Loan Bank grant, Rebecca seconded. The motion passed unanimously with no abstentions.
 - c. Meeting with foundation 7/14

II. Guest Presentation (6:30 PM) - Rebecca Gilmer, Executive Coach, RGG & Associates

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
July 11, 2023 @ 6:00 PM (via Zoom)



- i. Topic: Board Engagement
 - a. It is imperative to ensure that the Executive Director of CSAC is paid consistently. It presents a risk for the ability of the organization to continue in our work in the community to be unstable in this regard.
 - b. How can board members support in grant writing / editing or other activities that would aid in the acquisition of funds to support the stability of the organization?
 - c. As board members, have you memorized and committed to the mission of the organization?
 - d. This board is unique in that its members are largely direct recipients of the work that the organization does, as residents and community members.
 - e. Duties of board members include financial oversight, stewardship for the vision of our work, community building and advocacy,
 - f. The active participation that we hope to see from residents starts with members of the board engaging. This is collective work, and feeling alone in it can make it unsustainable.
 - g. *Remember to ask if the Executive Director needs help.*
- ii. Board members shared their gratitude for the services that Rebecca Gilmer has provided as a board coach. There is a desire from the board members to commit more and use their time toward advancing the work of the organization; it's difficult to do the amount of work that the board needs and deserves without burning out or feeling overextended.
- iii. **Action Items:**
 - a. Create an Excel spreadsheet with the list of residents and their contact details that were engaged by door knocking so that they can be added to a newsletter
 - b. Look into Airtable as a free cloud-based database with newsletter integration
 - c. Find the online resource for Pitt School of Social Work's intern request

VI. Governance & Strategic Planning

- i. **CSAC taxes, SAM, DBA**
- ii. **Bylaws – electronic voting**
 - i. Ericka has sent out the meeting invitation for the governance committee to convene.
- iii. **Strategic Planning**

VII. Marketing, Media, & Communications (Secretary Rebecca) (VOLUNTEERS)

- i. **Website**
 - i. Will be writing up a brief "Project Update" post about Cross-Strauss
 - 1. When did construction start?
 - 2. Do we know approximately when the park will reopen?
- ii. **Newsletter**
 - i. Need an intern to provide support.
 - ii. Goal is to maintain a mailing list for monthly and as-needed updates.
- iii. **Door canvassing**
 - i. Need an intern to provide support

VIII. Events

- i. **Board & Community Outing:** Ed Sheeran Concert 7/8 Acrisure @ 6:00 PM

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
July 11, 2023 @ 6:00 PM (via Zoom)



- ii. **Memorial Day Planting (rescheduled):** Garden @ CSV Gateway 7/15 @ 10:00 AM - noon
(VOLUNTEERS)
- iii. **CSAC CommUNITY Meeting** - TBD
- iv. **Charles Street Old Timers Picnic:** Riverview Park 7/23 @ 12:00 - 8:00 PM
- v. **National Night Out:** Fowler Park 8/1 @ 5:00 - 8:00 PM **(VOLUNTEERS)**
 - i. **Games:** please bring any games or activities, help out on the day of the event
 - ii. **Life-Saving Trainings:** chest compressions, narcans
 - iii. **Action Item:** Add to the website once the flyer is shared
- vi. **5K Historic Hill Race:** Community Day at Allegheny Commons Park? 8/16
- vii. **Back to School Bash:** Propel Northside- Aug 12, 2023

IX. Executive Session (if needed)

- X. Adjournment:** Ericka motioned to adjourn at 7:54 PM, Dr. Arch seconded.