

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MONTHLY MEETING MINUTES
October 11, 2023 @ 7:30pm – 8:00pm(via Zoom)



Called to order: 8:07 PM

In Attendance: Angela Williams, Ericka Wingfield, La Rita Alton, Rebecca McDonough

Guests: Janet McPherson (potential board member)

Excused /Absent

- I. BOD Meeting Minutes Approval (vote) (Secretary Rebecca) 7:30 PM
 - a. September Meeting Minutes
 - i. **Vote:** Ericka motioned to approve the meeting minutes from September, Rebecca seconded. The motion passed unanimously without abstentions.
 - b. Next Community & Board Meeting = Community Meeting: November 8th
 - c. Infill Housing Project (follow up from community meeting conversation)
 - i. What are the terms of the lease for the community farm? When does it end / renew?
 - ii. What is PHDC prepared to commit to provide to the project?
 - iii. Our site access agreement expires at the end of the month – we may need to extend.
 - iv. **Action Item:** Angela will circle back with Bridgeway Capital and the Hillman Foundation and see what their thoughts are about adjusting the funding to accommodate predevelopment at another site should we move in that direction. She will also follow up with Richard Snipe to see if we can get a firm commitment if we make adjustments and clarify what PHDC will offer us.
- II. Financial Report (attached) (vote) (Treasurer Dr. Arch) 7:35 PM
 - a. Statement of Activity & Financial Position
 - i. No payables due; bookkeeper to correct books
 - ii. Outstanding receivable from CDBG to be submitted
 - iii. Vote will be tabled until the next board meeting
 - b. Grants
 - i. GEDTF was submitted on 9/29/2023
 - ii. YWCA was submitted on 10/9/2023
 - c. Loans: NSLC / URA- no action to date
- III. Executive Director's Report (Angela Williams) 7:40 PM
 - a. Affordable Homeownership
 - i. Predevelopment Insurance: securing (in progress)
 - ii. Meeting with potential developer
 - b. Letter of Support: Flocker St Collaborative
 - i. Will have Shawn present again to the board, specifically, and will vote at that time.
 - c. Organization Bylaws: community meeting frequency - minimum # needs updated in bylaws
 - d. Pitt Interns
 - i. Will be going door to door surveying about what residents would be interested in regarding youth programs utilizing community assets. Our existing community assets include the parklet and the greenway, so we want to be intentional about activating those spaces positively.
- IV. Governance & Strategic Planning (board members) 7:45 PM
 - a. Leave of Absence Board Members

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- i. Amy Cotten will take a leave of absence
 - ii. Will need someone to attend the public safety meeting – Thursdays at 6:00 PM
 - 1. AW - indicated that she could attend virtually
 - b. Conflict of Interest - tabled for next meeting
 - c. Letter of Support Process - tabled for next meeting
 - d. Bylaws revision - tabled for next meeting
 - e. Strategic Planning - tabled for next meeting
 - i. Need to convene the governance committee and hold a review of the Executive Director
 - ii. **Action Item:** Ericka will schedule a committee meeting to address Governance items
 - f. CSAC taxes, DBA
 - i. **Action Item:** AW will complete before 12/31/2023
- V. Marketing & Media & Communications (*Secretary Rebecca*) 7:50 PM - tabled for next meeting**
- a. Website Pages Update
 - b. Newsletter (holiday season events)
 - c. Announcements

Adjournment: La Rita motioned to adjourn at 8:51 PM, Rebecca seconded.