

CHARLES STREET AREA COUNCIL / CORPORATION  
BOARD of DIRECTORS MONTHLY MEETING MINUTES  
November 14, 2023 @ 6:30pm – 8:00pm (via Zoom)



**Called to order:** 6:37 PM

**In Attendance:** Angela Williams, Ericka Wingfield, La Rita Alston, Rebecca McDonough, Archish Maharaja, Quincy Swatson

**Guests:** None

**Excused /Absent:** Amy Cotten (LOA)

**I. BOD Meeting Minutes Approval (vote) (Secretary Rebecca) 6:30 PM**

- a. October Meeting Minutes (highlighted names & amounts to be redacted)
  - i. **Vote:** Ericka motioned to approve the meeting minutes from October 2023, La Rita seconded. The motion passed unanimously without abstentions.
- b. Next Board Meeting: Tuesday, January 9, 2024 at 6:30 PM

**II. Financial Report (attached) (vote) (Treasurer Dr. Arch) 6:40 PM**

- a. **Action Item:** Angela and Ericka will meet over break and add Ericka to the accounts.
- b. October Statement of Activity & Financial Position
  - i. Adjustment of current liabilities still pending
  - ii. Supplies and materials were for the Greenway
  - iii. **Vote:** Rebecca motioned to accept the financials for October 2023, Ericka seconded. The motion passed unanimously without abstentions.
- c. November Statement of Activity & Financial Position
  - i. Property insurance for the parcels was obtained
  - ii. Payroll and expenses included Greenway steward wages
  - iii. Receivable from CDBG is still outstanding (Angela is emailing with them)
  - iv. The only receivable in November was a recurring donation (via Donorbox)
  - v. **Vote:** La Rita motioned to accept the financials for November 2023, Rebecca seconded. The motion passed unanimously without abstentions.
- d. Grants: none submitted in October 2023
  - i. Awarded the second portion of the Greenway grant, Angela will be meeting with Marti to review the new scope and budget; will plan to review with the Board in January
  - ii. TreeVitalize: CSAC is applying for trees to be planted in Spring 2024
    1. **Action Item:** Angela will submit the application by December 8, 2023
  - iii. CMU Information Science: considering CSAC as a community partner in Spring 2024
    1. Students can work with CSAC to complete a capstone project. We plan for students to use the information from the blueprint survey from TFF to do something, and possibly create an app to assist with 311 requests / T4K
    2. There will be a pitch on January 31st to become a partner / recruit students
- e. Loans: NSLC / URA - no action to date
- f. Coaching Contract RGG & Associates
  - i. Renew contract effective thru Dec 31, 2023

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1. **Vote:** La Rita motioned to approve the contract through December; Ericka seconded. The motion passed unanimously without abstentions.

III. **Executive Director's Report (vote) (Angela) 6:55 PM**

a. Meetings With Elected Officials

- i. State Rep (10/30): GEDTF / RACP
- ii. NeighborWorks of America / Gov Shapiro 11/3
  1. NTI Feb 26 - Mar 1, 2024 - San Francisco: 30-35% discount
    - a. CSAC is invited to be special partners and receive discounted admission for the 2024 training institute that will take place in San Francisco
    - b. **Action Item:** Angela will inquire about pricing and negotiate
  2. NTI August 24, 2024 - Pittsburgh - CSAC & CSV highlighted
    - a. Suggestion that one activity be a tour of the Charles Street Valley
  3. Letter of Support Request
    - a. Neighborworks of Western PA is requesting a letter of support from CSAC so that they can receive funding from PHARE
    - b. **Vote:** Ericka motioned to approve the drafted letter of support, Rebecca seconded. The motion passed unanimously without abstentions.
- iii. Councilman Lavelle: 11/7 Walk Thru (see attached email)
  1. Recap email was sent right after the walkthrough, but no reply has been received
    - a. Concern about traffic calming recommendation from DOMI
    - b. Note that we now have an *active* greenway, and that hunting should not be allowed in the area due to risks to the community
  2. **Action Item:** Angela will follow up regarding the requests detailed in the email
- iv. Senator Fontana: 11/21 2:00-2:30 PM (**need Zoom attendees**)
  1. La Rita and Rebecca will try to join if available (no prep is needed)

b. Affordable Homeownership Pre-Development

- i. PHDC meeting: (10/24)
  1. There was a recommendation that we should move forward with our site since there will be new funds available for nonprofit developers.
- ii. URA Quarterly Meeting: 10/26
  1. Funding Sources: RACP update / OwnPGH update (GEDTF)
    - a. Due to these additional funding sources, we may not need a loan for now.
    - b. There was a suggestion to keep the option open for the loan because the grant funding will likely be competitive; there was a clarification that the intention is not to close the option of applying for the loan indefinitely, but rather to table it and return to it at a later time if needed (January).
  2. Need permissions to start land transfer process (title reports) (**vote**)
    - a. Want to move 12 parcels for phase 1 through the land bank; this would

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absorb some cost and expedite the transfer of the lots to our group.

- b. **Vote:** no action is needed today, per the meeting earlier today
- iii. GL Insurance secured on 10/19/2023
  - 1. Insurance Folder
- iv. Site Access Amendments
  - 1. City: thru 1/31/2024 - fully executed
  - 2. URA: thru 2/29/2024 - fully executed
  - 3. PVE will be on site to start marking the lot drilling in December
    - a. **Action Item:** Angela will send the signed agreement to PVE
- c. 2024 Operating & Project Budgets (vote)

**IV. Governance & Strategic Planning (Vice President Ericka) 7:15 PM**

- a. The initial Governance Meeting will take place on Tuesday, November 28 (6:30-7:30 PM)
  - i. *The governance committee consists of the 4 Board Officers.*
- b. Topics include:
  - i. Succession Plan / Elections in February 2024
  - ii. Leave of Absence (Board Members)
  - iii. Conflict of Interest
  - iv. Letter of Support Process
  - v. Strategic Planning
  - vi. Organization Bylaws: community meeting frequency
  - vii. ED evaluation

**V. Marketing & Media & Communications (Secretary Rebecca) 7:30 PM**

- a. Website Pages Update
  - i. [Housing Resources](#)
    - 1. [Whole Home Repairs Program](#)
    - 2. [Residential Facade Grant](#)
      - a. Angela is working with one resident to apply, and a local business owner agreed to be the general contractor for that CSV homeowner's project.
      - b. One goal is to establish a pool of funds to assist residents of the CSV
- b. Newsletter (**need volunteers to write articles**)
  - i. Topics could include: history, resources, events, project updates
    - 1. Working on a write-up about the greenway work
    - 2. Honoring CSAC's oldest resident article
- c. **Announcements / Events:**
  - i. Ericka's Women of Excellence Award
    - 1. The dinner is sold out.
  - ii. Thanksgiving Partnerships / CSAC Volunteer
    - 1. Councilman Lavelle is giving out baskets – could we volunteer to pass these out,

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or contribute funds? **Action Item:** Angela will find out the date, what's needed.

2. Zone 1 is delivering Thanksgiving meals ([more info here](#))

iii. Holiday Gatherings

1. Mt Carmel Baptist Church Toys for Tots (12/18?)

a. CSAC was going to partner, but is currently planning to do ours separately

2. 11/17 Neighborhood Community Development Fund (NCDF)

a. Annual luncheon – tickets were available, Angela and Ericka are attending

3. 11/17 PACE's 15th Annual Inclusive Voices luncheon 11:30 AM at Fairmont Hotel

a. 2 tickets are available if anyone is interested (let Angela know)

b. Quincy may be interested, will confirm by noon tomorrow

4. PHCC / FCC Holiday Gathering (TBD)

a. Rhonda is now Executive Director following the previous director Angela will be meeting with her, will provide update at next meeting

5. Mistick Construction (TBD / TBI)

a. Holiday party: CSAC is invited

6. CSAC Toys for Tots

a. CSAC asked about who was interested in receiving toys on the survey, and will be making the request to Toys for Tots by Thursday, November 17th

b. Will need volunteers to sort, wrap, and deliver gifts – more details coming

7. Tickets for Kids

a. **Action Item:** Angela will share the updated list of what's available

b. The Color Purple movie is coming out – CSV Community resident event?

**VI. Old Business (7:45 PM)**

a. Letter of Support: Flocker St Collaborative

i. Shawn has not yet followed up about this request.

ii. CSAC should define a process for receiving, reviewing, and voting on letters of support.

b. CSAC taxes & DBA

i. **Action Item:** Angela will file.

**VII. New Business**

a. RCO Recertification due 01.04.2024

b. 2024 Budget will need to include ALL itemized expenses relevant to running the business, because the capacity building grant we may be receiving should be able to cover all of that.

i. Executive Coach supported that recommended that the Executive Director be full-time

1. Salaried payroll position with full benefits

c. **Action Item:** Business cards for officers

**Adjournment:** Rebecca motioned to adjourn at 8:29 PM, La Rita seconded.