

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
January 16, 2024 @ 6:30pm – 8:00pm (via Zoom)



Called to order: 6:33 PM

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

Guests: Israel Williams

Excused /Absent: Amy Cotten, Shalace Moore, Dr. Archish Maharaja

I. Potential New Board Member: Isreal Williams (vote)

- a. Tell us about yourself and what you're passionate about.
 - i. Raised in the Northside, former & current CSV resident, past CSAC Board Secretary
 - ii. Founded a mentoring program, Future Kings Mentoring, for male youth
 - iii. Graduated from Pitt with a Bachelor's degree in Engineering
- b. What committees would you be interested in being a part of?
 - i. Would have to take a closer look, but has an interest in Public Safety and Development
- c. How will you help further the mission of CSAC?
 - i. Positive mentorship, event support, bringing a sense of ownership to the community. Getting involved with beautification and supporting the playground projects. Being a good neighbor.
- d. What skill sets do you possess? What are your strengths?
 - i. Administrative: Microsoft Office, specifically Excel
 - ii. Organization: keeping up with schedules
 - iii. Adaptability: working with a diverse group of people
- e. What is your ideal level of involvement? Time commitment?
 - i. Four hours per month on average, with additional time for events
- f. Will you be able to make a financial commitment?
 - i. Not at this time, but would pay board dues if needed
- g. **Vote:** Ericka motioned to reinstate Isreal to the CSAC Board of Directors, Rebecca seconded. The motion passed unanimously with no abstentions.

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

- a. November 2023 Meeting Minutes
 - i. Discussion: What should the standard format for names be in posted meeting minutes?
 1. **Action Item:** Angela will find out what the requirements are for RCO status.
 - ii. **Vote:** Quincy motioned to approve the November 2023 meeting minutes, Ericka seconded. The motion passed unanimously with no abstentions.
- b. Next Board Meeting: Tuesday, February 13, 2024 at 6:30 PM

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

- a. November-December Statement of Activity & Financial Position
 - i. **Vote:** Dr. Arch motioned to approve the December Statement of Activity, Ericka seconded. The motion passed unanimously with no abstentions.

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- a. January Statement of Activity & Financial Position was provided through January 3, 2024.
 - i. **Vote:** * Ericka motioned to table the vote until February; Dr. Arch seconded, and added that we should adjust the reporting schedule.
 - 1. During the February meeting, we should vote on the full 2023 statements, as well as the January 2024 statements; from there, we will do calendar month and year to date reports.
 - 2. While the Statement of Activity could be year-to-date and month-to-month, the statement of Financial Position could be produced up to the meeting date to reflect the current balance. Add a line item to the report that reflects the current balance in the bank as of 1-2 days prior to the meeting.
 - 3. The reporting schedule will be as follows: Statements of Activity and Financial Position will be produced year-to-date and month-to-month up to the end of the month prior to a given meeting, with a line item reflecting the CSAC bank balance 1-2 days prior to the meeting.
 - ii. * The vote passed unanimously with no abstentions.
- b. 2024 Budget (*Angela*)
 - i. **Vote:** Ericka motioned to accept the 2024 Budget, La Rita seconded. The motion passed unanimously with no abstentions.
- c. Banking Business
 - i. **OLD Action Item:** Angela and Ericka to add and remove to both accounts (reschedule)
- d. Procurement of Accountant for 2023 Audit work that includes QuickBooks reconciliation
 - i. **Action Item:** Angela and Dr. Arch will meet to formulate a plan for the audit
- e. Grants
 - i. Submitted November - December 2023
 - 1. TreeVitalize: CSAC requesting for trees to be planted in Greenway restoration @ Harlan Avenue / Perry South Greenway project in Spring 2024 - 12/8
 - 2. CMU: Pittsburgh Summer Internship Program (PSIP) 12/20
 - a. Will have interns in the spring, hopefully in the summer as well
 - 3. Greenway 3 YR Maintenance Plan Project 2024-2026 Agreement - Project Budget 2023 (Perry South) N Charles Greenway project @ Harlan Avenue
 - 4. GEDTF Grant awarded from the state!
 - a. Land acquisition for housing
 - b. Formal community planning
 - c. Architectural Design
 - ii. To be Submitted: RACP (done)
 - 1. **Vote:** CSAC will submit an application for the RACP grant by the deadline on January 12, 2024 at 11:59 PM and pay the required application fee. The vote was conducted virtually (via Loomio and email); the motion passed unanimously with no abstentions on January 10, 2024.

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

- a. Meetings with Elected Officials
 - i. Senator Fontana (11/21 2:00-2:30 PM)
 1. Thank you to Ms La Rita for showing up whenever she is needed! La Rita and Coach Rebecca attended to support, and things went well.
 - ii. Councilman Lavelle
 1. Playground lighting will be going up in Spring 2024 through DPW.
 2. Angela will follow up: no hunting, traffic calming DOMI recommendation
- b. Neighborworks of WPA
 - i. NTI (Feb. 26, 2024 - Mar 1, 2024) - San Francisco: 35% discount
 1. CSAC is invited to be special partners and receive discounted admission for the 2024 training institute that will take place in San Francisco
 2. The hotel is free, and the trainings are offered at a 35% discount; airfare and per diem should also be factored into the budget.
 3. **Vote:** Ericka motioned to allow Angela and one other board member to attend the conference in San Francisco, Dr. Arch seconded. The motion passed unanimously with no abstentions.
 - ii. Richardson Family
 1. Angela is liaising between the Richardson family and NeighborWorks, hoping to foster a positive relationship that honors the family and Dorothy Mae Richardson's legacy.
- c. Affordable Homeownership Pre-Development
 1. Need permission to start land transfer process to CSAC (title reports); there are costs associated with the land bank and a property ownership agreement with Rising Tides. **(vote - tabled)**
 - a. The proposal is to own the lots that we're currently paying insurance on at 2402 N. Charles Street. The current tenant's property was purchased by Rising Tides, who is holding it for us, but plans to begin charging us a holding fee if we aren't able to purchase it soon. The short term plan is to clean up the immediate area in a community-engaged beautification event. In the long term, the sheds can be moved off of the property.
 - b. **Action Item:** Angela plans to meet with the tenant this Friday.
- d. 2024 Organizational Budget Operating & Project Budgets **(discussed above, no vote here)**

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

- a. Updates?
- b. New Board Members?
 - i. Process was shared

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- c. **BOD Updated Docs 2024** (needed by 2/13)

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

- a. Website Pages Update
- b. Newsletter (**need volunteers to write articles**)
- c. Announcements
 - i. New Events:
 - 1. Angela Scheduled to revive award
 - ii. Old Events:
 - 1. Mt. Carmel Baptist Church Toys for Tots (12/18)
 - 2. CSAC Toys for Tots
 - a. Angela and a volunteer distributed toys and food in the community.
 - 3. Tickets for Kids
 - a. ED will share the updated list of what's available

VII. Old Business (7:45 PM)

- a. Letter of Support: Formal Process
 - i. Flocker St. Collaborative made an informal request (external party)
 - ii. Need to develop a formal process for requests – a form?
 - 1. Should board members requesting a letter of support also have their requests voted upon by the board? Rough consensus was that yes, a vote should be conducted so that everyone is aware and can share their thoughts / concerns.
 - 2. **Vote:** Rebecca motioned to approve that Angela write a letter of support from CSAC for Ericka as part of her sorority application process. The motion passed with 5 votes in favor; Ericka abstained from voting.
- b. CSAC taxes & DBA
 - i. **Action Item:** Angela will file

VIII. New Business: ED and Support Staff Salary

- a. Our board coach suggested that we work toward a salaried payroll position for the Executive Director with full benefits; we are currently able to budget for the salary *without* benefits (reflected in the proposed 2024 budget).
 - i. This was approved as part of the budget vote (above).
- b. **Action Item:** Business cards for officers – Angela will share the template

Adjournment: Ericka made a motion to adjourn at 8:02 PM, La Rita seconded