

CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES
February 20, 2024 @ 6:30pm – 8:00pm (via Zoom)



Called to order: 6:43 PM

In Attendance: Dr. Archish Maharaja, Rebecca McDonough, Ericka Wingfield (joined at 7:05 PM), Angela Williams, Isreal Williams,

Guests: None

Excused / Absent: La Rita Alston

- I. **Check-in**

- II. **BOD Meeting Minutes Approval (vote) (Secretary Rebecca) 6:40 PM**
 - a. January 9, 2024 – **vote tabled** until March 2024 (no quorum)

- III. **Board Member Documents (President Angela) 6:45 PM**
 - a. Now past due – please submit ASAP
 - b. Updated the board forms tracker and noted missing documents

- IV. **Financial Report (President Angela) 6:50 PM (vote)**
 - a. Grants update (**vote**)
 - i. GEDTF requirements: Crime / Fidelity Insurance
 1. Need approval for additional insurance
 2. **Vote:** Isreal motioned to approve the purchase of crime / fidelity insurance to be paid for by the NED budget, as well as the posting of the roles stated below to be in compliance with their requirements; Arch seconded. The motion passed unanimously without abstention.
 - ii. NED grant requires formal procurement for professional services – in other words, these roles must be posted publicly:
 1. Executive Director
 2. Executive Coach
 3. Accountant
 4. Admin Support
 - iii. Pgh Foundation due 2/26: operating & program support (**vote**)
 1. Requesting funds to support our operating budget deficits as well as funds to support programming
 2. **Vote:** Arch motioned to approve the submission of a proposal to the Pittsburgh Foundation; Isreal seconded. The motion passed unanimously without abstention.
 - iv. Hillman / Buhl Community Revitalization for Affordable Housing Projects
 1. Would like to request funds to fund improvement projects for

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existing homeowners in the Charles Street Valley, as well as funds for beautification (ex. community art).

- v. United Way Grant - Mwanakuhe Farm
 - 1. Want to ensure that the farm is maintained, which may include paying 1-2 people to work there part time.
- vi. FHLB Grant - July 2024
 - 1. Want to work with a professional consultant (potentially funded by Buhl) to develop an application for the FHLB Grant.
- vii. **Vote:** Rebecca motioned to approve the submissions of grant proposals to the Pittsburgh Foundation, Buhl Foundation, United Way, and FHLB; Isreal seconded. The vote passed unanimously with one abstention (Ericka joined late).
- b. Finance Committee: QuickBooks Reconciliation / Audit (Treasurer Arch)
 - i. Statement of Financial Position **(vote)**
 - 1. **Vote:** Arch motioned to approve the Statement of Financial Position as of February 20, 2024; Ericka seconded. The motion passed unanimously with no abstentions.
 - 2. **Action Item:** Arch and Angela will generate the reports for the next meeting when they convene on March 5, 2024.
 - ii. Statement of Activity **(vote)**
 - 1. ED was paid an additional amount (as agreed previously)
 - 2. Travel arrangements have been purchased for NTI trip
 - iii. New standing Finance Committee meeting: 1st Tuesdays at 3:00 PM

V. Safety Report (President Angela) 7:10 PM

- a. Need a Safety Committee representative - Angela will represent until identified
- b. Northside Safety Meetings: 1st Thursdays
 - i. Next Meeting: March 7, 2024 at 6:00 PM (Zoom)
 - ii. Isreal volunteered to attend
- c. La Rita is concerned about some people that she saw taking pictures; following up to see if development applications have been submitted.
 - i. CSAC will email City Planning about any filed plans/ zoning adjustments

VI. Executive Director's Report (President Angela) 7:20 PM

- a. CSV Tour: City Planners: support for Garden
 - i. Hope to be able to provide support to the farm
- b. Administrative Support

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- i. CMU Summer intern 25 hours per week
- ii. Admin Support in 2024 budget
 - 1. We need to bring on a secretary to handle administrative tasks, but we need to be mindful of budget gaps.
- c. Playground Renovation: advocacy still needed for shelter
 - i. **Action Item:** Angela is following up to make sure that this is on track
- d. Housing
 - i. 2402 N. Charles Street Update
 - 1. Magistrate 2/21@ 10:00 AM (Rising Tides)
 - a. Rising Tides does not want to sell us the property until they are sure that development plans are in place, so CSAC is continuing to liaise with them on behalf of Mr. Coker and will meet with the magistrate about plans
 - b. Rising Tides believed we would be able to purchase it for the same amount from them as they paid for it
 - 2. Bob from Mistick Construction put a dumpster on the lot
 - ii. Pre-Development: Phase 1 ESA completed
 - 1. Environmental site assessment has been completed, and we will pay PVE for the work they've done so far
 - 2. The houses along N. Charles Street will have to be built slab on grade (rather than digging into the ground; no basements)
 - 3. There will also not be parking pads or garages for these homes
 - 4. A representative from PVE will present at our next meeting
 - iii. Property Disposition: URA / Land Bank Meeting
 - 1. There is a standing meeting once per month – other board members are welcome to join
 - 2. Talked about the possibility of using the land bank to transfer some of the properties to CSAC
 - iv. Homeowner Improvement Program: PHDC / NSLC Meeting
 - 1. Richard Snipe met with Angela to discuss how we can bring in resources and continue to catalyze home improvements in CSAC. He will help us make an appeal to the NSLC.

VII. Website Upgrades (President Angela) 7:40 PM

- a. CMU IS students have started working with CSAC to make improvements to the website. Their goals are to increase engagement on the website (including adding a 311 forum feature and sign-ups when we have tickets available through

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Tickets 4 Kids) and alleviate any pain points that we have around information management as an organization.

- b. They canvassed in the community with Angela and Isreal to get a sense of what it's like to disseminate information in the community.
- c. They are currently putting together a proposal, and want to understand how our users interact with our website and social media.

VIII. Events for CSAC Calendar (*President Angela*) 7:45 PM

- a. Tree Pruning: 2/24 @ 10:00 AM to 12:00 PM
 - i. California Kirkbride partnered with Tree Pittsburgh to host a tree pruning workshop at Bright-Chuck Point this coming Saturday.
- b. CSAC Board Meeting: 3/12 @ 6:30 PM – Guest PVE
- c. DMR Legacy Cohort Kick-off Meeting: 3/28 @ 6:00 PM to 7:00 PM
 - i. 12 week online cohort (last time 50% of participants bought a home!)
 - ii. Flyer has been shared on the drive and on social media
- d. Tree Planting - WPA Conservancy: 4/6 @ 9:00 AM to 12:00 PM
 - i. Need volunteers to plant the trees provided by TreeVitalize

IX. Old Business (*President Angela*) 7:55 PM

- a. CSAC DBA / Taxes / Audit
- b. Add VP to Bank Accounts

Adjournment: Rebecca made a motion to adjourn at 7:48 PM, Angela seconded.