

**CHARLES STREET AREA COUNCIL / CORPORATION**  
**BOARD of DIRECTORS MEETING MINUTES**  
**April 9, 2024 @ 6:30pm – 7:30pm (via Zoom)**



Attendees:

Absent:

Guests:

1. Check-in
2. Guest: Jemelia Richardson, potential board director
3. March Meeting Minutes (vote)
  - o Correction: Attendees
4. Financial Report
  - o Statement of Activity
  - o Statement of Financial Position
  - o Grants update
    - Insurance quotes: [\\$358 for 1/yr Fidelity Bond/ Crime in grant amount](#)
    - RFP for Accountant & Executive Coach & Executive Director posted on FB & IG & sent to agencies in accordance with CSCA Procurement Process
      - a) [CSAC Procurement Process](#) (vote)
      - b) [ICAT Org Assessment](#)
    - PS grant (4/12) Pittsburgh Foundation/ Buhl/ in the next round ( July 2024)
    - Consultant connection made at Neighborworks NTI - FHLB grant July
5. Safety Report/ 311 Concerns
6. Executive Director's Report (Director Williams)
  - o
  - o Administrative Support
    - CMU 2 Summer interns (10 interviews - 1 selected)
      - a) Playground Renovation: pavilion construction underway
      - b) Mwnakuhe Farm: partnership for planting, programs, volunteers
  - o Existing Housing
    - Homeowner Improvement Program: Catapult Greater Pittsburgh: [KEY & REACH](#)
    - [Land Bank/ Treasurer Sale properties](#)
  - o New Housing
    - Phase 2 ESA – \$17,204 additional = \$156,437
    - URA meetings quarterly: next meeting in April 25- need to move on transferring properties (vote)
7. Website Upgrades: CMU IS Project (I.W or R.M.)
  - Newsletter
  - CSAC website broke- Bebo Restored after 5 hours of work in less than 24 hrs
    - a) New features– 311 & surveys
8. Events (to be added to CSAC calendar)
  - o NWWPA DMR Legacy Cohort Kick-off - 12 people of 70 showed- Online cohort starts March 11:
  - o CSAC Community Meeting; April 30<sup>rd</sup> (5<sup>th</sup> Tuesday)(location TBD, hopefully it will be at the playground)
    - Topics would include a housing update, and information about summer programming that would take place in the new playground / greenway.
9. Old Business
  - o CSAC DBA / Taxes / Audit – Need accountant/ lawyer desired
  - o Add VP to Bank Accounts – Need date for Account Linking (online mtg)

Adjournment: