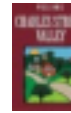


CHARLES STREET AREA COUNCIL / CORPORATION
BOARD of DIRECTORS MEETING MINUTES April
9, 2024 @ 6:30pm – 7:30pm (via Zoom)



Called to Order: 6:31 PM

Attendees: Angela Williams, Ericka Wingfield, Rebecca McDonough, Israel Williams, Shalace Moore, La Rita Alston, Quincy Swatson

Absent: Dr. Archish Maharaja

Guests: Jemelia Richardson, great granddaughter of Dorothy Mae Richardson and BOD candidate

I. **Check-in:** No major complaints gratefully

II. **Guest:** Jemelia Richardson, potential board member **(vote)**

a. Was involved with CSAC a few years back, and was planning to do summer programming but no funding b. SM proposed a 3 month probationary period for new board members

1. **Vote:** SM motioned to introduce a 3 month probationary period for new board members in which they must attend the first 3 consecutive board meetings in order to become a full, voting board director
 - a) IW asked if all existing board members would comply 3 months after this was established. EW commented that we already have language in our bylaws that states that board members who miss 3 consecutive meetings without prior notice / approval would be subject to a review vote.
 - b) ED asked what if someone does miss a meeting without notice, but later shares that there was an emergency situation (etc.). IW suggested that it should trigger a meeting with the governance committee, who would then review the circumstances and make a determination.

Action Item: ED will update the Board Recruitment Process document

2. RM added that we should establish a board activities tracker so that we can all record our efforts outside of meetings.

Action Item: Rebecca will create a draft and share.

3. **Vote:** ED motioned that Jemelia be onboarded to the CSAC Board of Directors using newly adopted probationary period, Ericka seconded. The motion passed unanimously with no abstentions.

III. **March Meeting Minutes (vote)**

a. Correction: Attendees

b. **Vote** tabled until next meeting

IV. **Financial Report (vote)**

a. Statement of Activity

1. ED to make recommendations to Finance committee to reduce software & app costs where possible b.

Statement of Financial Position

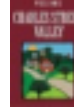
1. EW shared the name and contact information for an accountant to make an adjustment (Quickbooks) to an error on the statement of financial position

c. **Vote:** SM motioned to table voting on the financial report, due to a short timeline for review, RM seconded d.

Grants Update

1. Insurance quotes: \$358 for 1 year Fidelity Bond / Crime in grant amount
 - a) This was a requirement for the GDTF grant
2. RFP for Accountant, Executive Coach, Executive Director were posted on Facebook and Instagram and sent to agencies in accordance with CSAC's Procurement Process
 - a) Received an inquiry regarding a candidate for Executive Coaching, but no responses for others
 - b) CSAC Procurement Process **(vote)**
 - (1) **Vote:** RM motioned to table accepting the updated Procurement Process until the May 2024 meeting, SM seconded.
 - c) ICAT Organizational Assessment
 - (1) CSAC selected by the City of Pittsburgh to participate in an organizational assessment process with PACE
 - (2) Assessments would evaluate organizational capacity
 - (3) Each board member who does this would need to take both
 - (4) Need 2-3 people to complete this by the end of the month
 - a) SM, QS, and EW committed
 - b) RM volunteered as backup if needed; but has limited time
 - (5) NED grant requirement
3. City of Pittsburgh Public Service grant (4/12) Pittsburgh Foundation/ Buhl / in the next round (July 2024)
This was approved and included in Annual budget in Jan 2024 board meeting
 - a) ED will be submit applications
4. Consultant connection made at Neighborworks NTI - FHLB grant July

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V. Safety Report/ 311 Concerns

- a. None reported

VI. Executive Director's Report (Director Williams) Administrative Support

- a. CMU 2 Summer interns (10 interviews - 1 selected)
 - 1. Playground Renovation: pavilion construction underway
 - a) Interns will assist with planning and hosting the reopening party
 - 2. Mwnakuche Farm: partnership for planting, programs, volunteers
- b. Existing Housing
 - 1. Homeowner Improvement Program: Catapult Greater Pittsburgh: ED met with Catapult ED to bring programs to CSV
 - a) C.L.E.A.R- tangled title program to provide legal services and cover fees delinquent taxes, home repairs
 - b) K.E.Y. Program: Keeping Equity Yours- a post home purchase program that “equips homeowners to maintain their property and build upon their financial fortitude. Homeowners attend workshops focusing on sustainable homeownership. Participants will learn basic home maintenance, how to avoid predatory lending, how to manage estate planning, and more.”
 - c) R.N.I.H. Program: “Catapult Greater Pittsburgh in partnership with the PA Housing Finance Agency (PHFA) is opening doors to interested homebuyers by reducing purchasing barriers, providing financial assistance for home repairs, and coaching potential homebuyers all with the end goal of building generational wealth for individuals and their families who live in Allegheny County.”
 - 2. New Housing
 - a) Phase 2 ESA – \$17,204 additional = \$156,437
 - (1) PVE will bore into the soil and install a temporary well to conduct soil sampling and analysis
 - (2) EW mentioned that there are still vehicles on the lot – some appear to be abandoned, and some are not. ED shared that 311 requests are needed in order to ensure they are moved. QS suggested that we do a public notice that the cars should be moved;, removal is the City’s responsibility.
 - 3. Treasurer’s Sale: ED Reported that the City webpage shows these under CSAC; but CSAC did not request a) 2443 N. Charles Street – tax delinquent home (raccoon house) b) 0 Strauss Street – tax delinquent vacant lot c) IW asked if we can share this info at next community meeting. ED said that she does plan to have that on the agenda, but is unsure how it will be received. Be clear that CSAC *did not request that this happen.*

VII. URA Meetings Quarterly: next meeting is April 25

- a. Need to move forward with transferring properties? ED has meeting set with land bank ED to discuss

VIII. Website Upgrades: CMU IS Project (I.W or R.M.)

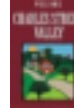
- a. Newsletter: monthly newsletter will go out starting this month!
 - 1. We ask that residents and stakeholders opt in
 - 2. Please share your network when it launches
 - 3. Birthdays:
 - a) Isreal – Sept. 14th
 - b) Quincy – May 3rd
 - c) Ericka – June 23rd
 - 4. Upcoming Pirates games:
 - a) Friday, May 10th at 6:40 PM – Miller Lite happy hour
 - b) Saturday, May 11th at 4:06 PM – Oneil Cruz t-shirts
 - c) Sunday, May 12th at 1:35 PM – mom and kids fanny packs
 - d) ED – June 20th
 - e) Rebecca – June 22nd
 - f) Shalace – Feb. 16th

- d) Sunday, June 9th at 1:35 PM – Eat’n Park smiley cookie giveaway
- e) Thursday, July 4th at 2:30 PM
- f) Friday, July 5th at 6:40 PM – Pirates bucket hats

- b. CSAC website was down due to a plugin installed by the students
 - 1. Bebo was able to restore it after several hours of work in less than 24 hours
- c. New features are being added by the CMU students – 311 & surveys, newsletter launch, Tickets for Kids sign-up

CSAC April 2024 Board of Directors Meeting Minutes Page 2 of 3

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IX. Events (for CSAC calendar)

- a. NWWPA DMR Legacy Cohort Kick-off - 12 people of 70 showed
 - 1. Online cohort starts April 11th
 - a) Every other Thursday from 6:00 PM til 7:30 PM
 - b) Cohort goes until September 12th
 - 2. CSAC Community Meeting; April 30rd (5th Tuesday) (location TBD, hopefully it will be at the playground, but listed as virtual at the time being) – moved to May 14th (virtual) because of Allegheny Commons Lighting event a)
Topics include housing update, summer programming/ greenway, grand-re-opening of Cross Strauss Parklet

I. Old Business

- a. CSAC DBA / Taxes / Audit – Need accountant / lawyer desired (CSAC not awarded LEAP grant)
- b. Add VP to Bank Accounts – Done! Need date for Account Linking (online mtg)
 - 1. Look at Thursday or Friday the week of April 15th to schedule
- c. Residents pls complete the City's [community development survey!](#)

Adjournment: RM motioned to adjourn at 8:21 PM, EW seconded

