

**CHARLES STREET AREA COUNCIL / CORPORATION**  
**BOARD of DIRECTORS MEETING MINUTES**  
**May 28, 2024 @ 6:30pm – 7:00pm (via Zoom)**



**Called to Order:** 6:30 PM

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

**Absent:** Dr. Archish Maharaja

**Guests:**

1. **Check-in:**
2. **Meeting Minutes**
3. **Financial Report (vote)**
  - a. Statement of Activity
    1. March – May 2024
      - a) ED to make recommendations to reduce software & app costs (Finance committee needed)
  - b. Statement of Financial Position
    1. March – May 2024
      - a) ED contacted 4 persons regarding 2023 audit (including VP referral to accountant) and all CPA are busy; CSAC may only need a compilation not formal audit- In process of securing CPA
  - c. Grants Update (ED) (vote)
    - a) Buhl: Phase 2 Predevelopment: Phase 2 ESA/ Design Development
    - b) GEDTF grant: Phase 1 land transfers- to be executed
    - c) NED: operating expenses, PACE Assessments
    - d) GTRP: Greenway Trails Recreation Program
    - e) NeighborWorks
    - f) FHLB Consultant
4. **Safety Report/ 311 Concerns**
5. **Events**
  - a. Tue, June 4<sup>th</sup> @ 6pm - PWSA Community Meeting- The Pittsburgh Project
  - b. Wed, June 12<sup>th</sup> 6pm - Juneteenth reception and art exhibit (showcasing Black artists from Commonwealth) Pennsylvania State Museum, Harrisburg
  - c. Sat, June 22 @ 12-4pm - Cross Strauss Parklet Grand Re-opening
    1. \$\$\$- sponsorship & donor
    2. volunteers requested
      - a) events/ planning- Bdays, Board recruitment, Pirates, Tickets for Kids, Health & Wellness
  - d. Mon, June 24 @ 6-9 - Northside Leadership Conference 41st Annual Scholarship and Awards Dinner - Rivers Casino
  - e. August 26- NeighborWorks Black Wealth & Asset Building Learning Lab
6. **Governance (vote)**
  - a. Procurement Process doc
  - b. Board Recruitment Process doc
7. **Executive Director's Report** (Director Williams) Administrative Support
  - a. CMU 2 Summer interns: Website Upgrades: 311, surveys, newsletter, Tickets for Kids sign-up
  - b. Mwnakuche Farm MOU: partnership for planting, programs, volunteers
8. **Old Business**
  - a. CSAC DBA / Taxes / Audit – Need accountant / lawyer desired (high priority)
  - b. Online banking: ED & VP (low priority)

**Adjournment:** motioned to adjourn at 7 PM; seconded