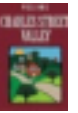


**CHARLES STREET AREA COUNCIL / CORPORATION**  
**BOARD of DIRECTORS MEETING MINUTES**  
**May 28, 2024 @ 6:30pm – 7:30pm (via Zoom)**



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

**Attendees:** Angela Williams, Ericka Wingfield, Rebecca McDonough, Isreal Williams, Shalace Moore, La Rita Alston, Dr. Archish Maharaja

**Absent:** Quincy Swatson

**Guests:** Tor Taepaisitphongse & Angela Kim ( PSIP)

**1. Check-in:** All is well; everyone busy, but grateful; prayers for all who occasionally have rough days at work

**2. Meeting Minutes:**

- a. Review and vote on the meeting minutes for March and April (discuss highlighted sections)
  - **Vote:** AM motioned to accept the March 2024 meeting minutes with one correction, EW seconded; the vote passed unanimously with no abstentions.
  - **Vote:** EW motioned to accept the April 2024 meeting minutes as written, LA seconded; the vote passed unanimously with no abstentions.

**3. Financial Report (vote)**

- a) Statement of Activity (March – May 2024)
  - Total revenue shows a loss- in proportion to income
  - CSAC will be reimbursed from NED grant for operating expenses (ED’s pay, insurance, office expenses)
  - ED to make recommendations to reduce software & app costs (Finance Committee mtg)
- b) Statement of Financial Position (March – May 2024)
  - 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 the process of securing CPA

**Vote:** IW motioned to accept the statement of financial position as well as the statement of activity for March to May 2024, RM seconded; the motion passed unanimously with no abstentions.

- c) Grants Update (ED) **(vote)**
    - Buhl: Predevelopment: Phase 2 ESA / Design Development (submitted 05/22/2024)
    - GEDTF grant: Phase 1 land transfers (needs to be executed)
    - NED: invoices to be submitted ASAP, PACE Assessments (received from 2 directors)
    - GTRP: Greenway Trails Recreation Program (ED met with the City, requests board approval)
      - i) would be used to expand the Perry South greenway beyond Harlan Ave entry
      - ii) Real Design shared probable construction cost estimate- \$208,537.50 budget
      - iii) ED requested permission to use \$100 from the greenway budget for application fee
- Vote:** EW motioned to apply for GTRP grant with the \$100 application fee, IW seconded; the vote passed unanimously with no abstentions.

- NeighborWorks: invited CSAC to apply for grant to support Dorothy Mae Richardson’s home organization; CSAC must submit a proposal for use of funds
  - i) home repair program (proposed match from another nonprofit)
  - ii) health and wellness programs (trauma coping pilot: consultant & participant stipends)
  - iii) enhance and maintain greenspaces (Bright-Chuck, Greenway: stipends))

**Vote:** EW motioned to apply for the grant as described, SM seconded; the motion passed unanimously with no abstentions.

- (1) EW motioned to amend these allocations to reflect including FHLB consultant, SM seconded; the motion passed unanimously with no abstentions.

- FHLB Consultant: w/ URA as CSAC project consultant for the affordable housing project Full Quiver Consulting provided a reduced fee using copy of application submitted in 2022
  - i) RACP grant still an option; \$1M unlikely as first time applicant

#### 4. Safety Report / 311 Concerns

- a) No safety concerns were shared; AW is continuing to follow up on a vacant property with rats and raccoons that needs condemned and demolished; grass needs cut on City-owned vacant lots on development site- AW will follow-up with 311 requests for board to report to City

#### 5. Events

- a) Tuesday, June 4 @ 6:00 PM - PWSA Community Meeting - The Pittsburgh Project
- b) Wednesday, June 12 @ 6:00 PM - Juneteenth reception and art exhibit (showcasing Black artists from Commonwealth) Pennsylvania State Museum, located in Harrisburg – gas and tolls will be expensed
  - ED plans to attend, Shalace may be able to go as well
- c) Saturday, June 22 @ 12:00 to 4:00 PM - Cross Strauss Parklet Grand Re-Opening
  - Working on soliciting sponsors, donors, and vendors / resources to table
    - i) Wes Banco, Perry Hilltop Citizens Council, and Black Diamond are sponsors
  - Community Engagement: volunteers to set up, facilitate activities, clean up, etc.
  - CSAC resources to residents: CSAC board, Pirates Day, Tickets for Kids, etc.
- d) Monday, June 24 @ 6:00 to 9:00 PM - Northside Leadership Conference 41st Annual Scholarship and Awards Dinner at Rivers Casino - Ericka will be able to attend
- e) Monday, August 26 (all day) - NeighborWorks Black Wealth & Asset Building Learning Lab to be held in CSV at the Pittsburgh Project - open to public 100 people engage with practitioners in community empowerment & development discussions and tour of Manchester & 3 Choice Neighborhoods

#### 6. Governance (vote)

- a) Procurement Process Policy (new document)
  - **Vote:** IW motioned to approve the procurement policy, LA seconded; the motion passed unanimously with no abstentions.
- b) Board Recruitment Process (updated document)
  - **Vote:** RM motioned to accept the revised board recruitment process, EW seconded; the motion passed unanimously with no abstentions.

#### 7. Executive Director's Report (Director Williams) Administrative Support

- a) The Juneteenth summer celebration will be an important community engagement and empowerment opportunity for the organization and NS residents!
- b) CMU 2 Summer interns working on website upgrades: 311, surveys, newsletter, Tickets for Kids sign-up
- c) Mwnakuche Farm has requested an MOU for partnership for planting, programs, volunteers – AW had an initial conversation to follow up with them, but will also forward the document to the board for review.
  - **Action Item:** AW will forward the MOU request to the board to review.
- d) This is the 3rd unexcused absence for Director QS
  - **Action Item:** EW will check the bylaws and follow up accordingly.

#### 8. Old Business

- a) CSAC DBA / Taxes / Audit – Need accountant / lawyer desired (high priority)
- b) Online banking: ED & VP (low priority)

**Adjournment:** AM motioned to adjourn at 7:34 PM, LA seconded