

## **MWCDC Board of Directors Meeting Minutes**

December 6, 2017

**Present:** Mike Grande, Curt Conrad, Tom Tighe, John Norbut, Kevin Kerr, Jean Novak, Darla D'Anna, Natalie Carl-Gallagher, Terry Moss, Alaina Spanoudakis, Greg Panza, Joe Rewis

**Excused:** Talia Piazza, Chris Kail, Josiah Gilliam

**Absent:** None

**Visitors:** None

**Quorum:** A quorum was present for this meeting.

### **1. Call to order**

- Call to order – Mike Grande 6:35pm

### **2. Approval of minutes**

**\*\*Motion to approve by Jean Novak, Second Tom Tighe. Motion carries. Natalie Carl-Gallagher, Kevin Kerr, and Alaina Spanoudakis abstain\*\***

### **3. Finance Committee Update**

-2017 Budget

The 2017 Budget had a budget for costs associated with properties in Land Reserve, which was based on previous property costs. Recently, Mike received the true figure for the budgeted Properties Held for Resale: \$15,364. This number can be added to the 2017 Ending Cash Balance

2017 Cash Forecast Ending Cash Balance is \$53,518. With the addition of the Properties Held for Resale the total for the 2017 Ending Cash Balance comes to \$68,882.

-Proposed 2018 Budget

The proposed 2018 budget expects the Organization will hire one full time employee. The position's salary is based on the receipt of the 2018 NPP grant and the budgeted start day of the position is February 1, 2018. Mike checked with DCED on the status of the NPP grant, and it is still pending, which is not unusual for this time of the year. MWCDC can start the job posting process as soon as the Award Letter has been received. The budget for the position is \$60,000, \$55,000 for salary and \$5,000 for healthcare.

The NPP grant, at this time, is the only grant that is budgeted for 2018. With only this grant the projected 2018 budget projects MWCDC to finish the year with -\$10,000.

Budget included \$25,000 for self-restricted funds to cover closing costs on properties that are expected to come out of the Property Reserve.

John Norbut recommended adding a justification for the rent expenses of 608 Virginia Ave. Future documents will identify the rental space cost as a donation.

**\*\*Motion to accept budget with the provision that MWCDC will not hire for the budgeted position until MWCDC receives grant funding by Terry Moss, Second Greg Panza. Motion passes unanimously\*\***

#### **4. Committee Updates**

-Development Committee- Tom Tighe and Greg Panza developed a plan for a Business Advisory Council with ten businesses to represent the six business districts. The Advisory Council will meet with the Development Committee to advise MWCDC on how the organization can support local businesses. The Advisory Council will also be tasked with recruiting other businesses to the Council and the business fair in the Spring, which will further ally MWCDC with the business community.

Greg added that this Advisory Council is similar to one of the functions of the Mainstreet Program. The Advisory Council will empower the business community to recruit new businesses, encourage collaboration, and potentially help with a formalized business organization.

#### **EVP Committee**

-Terry Moss met with Talia to transition into the chair position. The EVP Committee will meet approx. 6 times a year and will work to move strategic plan items to action items. Terry also attended the Pittsburgh Parks Conservancy board of directors meeting. Similarly, MWCDC and Pittsburgh Parks Conservancy were awarded a \$80,000 DCNR grant for EVP Master Plan. The Award Letter is forthcoming.

#### **Governance Committee**

-The committee will meet Monday December 11 to define job description, review process, and determine how job search roll out. They will establish benchmarks of accountability between the employee and the board. Terry recommended updating the employee handbook.

#### **RCO Legislation/Mosites Lease**

-City of Pittsburgh Department of City Planning has proposed legislation to formally recognize Registered Community Organizations. Curt mentioned that Council will hold the legislation until 2018.

-Mosites is in the process of revising their lease with Shop n Save. The old lease was set to expire March 2019, and the store will remain open indefinitely. Similarly, Mosites is drafting a loan termination agreement with MWCDC, who provided initial loan for the project. Per the old loan agreement, MWCDC is set to receive a \$54,500 payment. Payment is not included in 2018 Budget because the termination is not complete. Mike will notify board members as soon as he receives the letter.

#### **PCRG Membership**

Mike mentioned that MW CDC recently renewed membership with PCR G. Membership includes two spots for board members. Darla affirmed that she will continue to serve as a representative.

**\*\*Motion to add Tom Tight to the open PCR G membership position by Kevin Kerr, Second Alaina Spanoudakis. Motion passes unanimously\*\***

## **5. 401k Update/GoDaddy**

-GoDaddy

GoDaddy hosts the MW CDC website. Currently, website shows as unsafe due to changes to browsers. Update can be paid in monthly increments or on a three year contract. The three year contract is \$167 per year.

**\*\*Motion to choose the three-year contract by Terry Moss. Second by Darla D'Anna. Motion passes unanimously\*\***

-401k accounts.

MW CDC still has 4 former employees in the account. Could potentially terminate the 401k., but four former employees will need to be notified to transfer their money out of the account. Mike was cautioned that it is expensive to start a new account and there is a one year waiting period due to Federal law. Costs could be as much as \$1,500 to start a new account.

Mike suggests closing the accounts, but will wait till the new year to contact the former employees and further decisions will be made in the new year.

## **6. Letter from Senior Center**

The Mt Washington Senior Center had previously asked MW CDC for a \$500 donation to help clean their floors. Curt check and the floor cleaning is within the contracting scope of City contract.

In December, the Senior Center sent a \$500 request for a general donation. The Senior Center has generously allowed the CDC to use the space for community forums and special events.

**\*\*Motion to donate \$500 to the Mt. Washington Senior Center by John Norbut. Second by Tom Tighe. All Board Members, minus Alaina Spanoudakis, approve the Motion.\*\***

## **7. Announcements**

Mike Grande – VisitPittsburgh Annual Meeting is on March 8<sup>th</sup> at the Convention center from 11:30-1:30pm. MW CDC will pay for tickets for board members.

Jean – has a small piano that she would like to donate to student or youth group.

Please let her know if you know of any interested groups.

Tom Tighe – has been working with a grantwriter to develop a Letter of Inquiry for a full proposal to the Allegheny foundation. They are pursuing grants with an emphasis on tourism, housing, and business development. The ask will be between \$750,000-1mil over a 3 year period.

Greg Panza – contacted by Luke Desmond, architect of original 1 Grandview development. He and developers are further along and want to meet with MW CDC

board to further discuss project. Mike suggested that it could be a good presentation for the February forum.

Terry – Set up the Amazon Smile account that will give a portion of all purchase proceeds from Amazon.com to MW CDC. Keep in mind when you are doing your holiday shopping, and feel free to spread the word. Also said that Guidestar has MW CDC listed as “platinum”.

#### **8. Adjournment**

**\*\*Motion to adjourn by Joe Rewis, Second Curt Conrad at 7:53pm– passes unanimously\*\***

Next Meeting: January 4, 2018

Electronically signed by: Curt Conrad

Dated: 12/12/17