

MWCDC Board of Directors Meeting Minutes

February 1, 2018

Present: Mike Grande, Chris Kail, Darla D'Anna, Jean Novak, Talia Piazza, Curt Conrad, Terry Moss, Greg Panza, John Norbut, Joe Rewis, Alaina Spanoudakis

Excused: Kevin Kerr, Tom Tighe, Josiah Gilliam, Natalie Carl-Gallagher

Absent:

Visitors: N/A

Quorum: A quorum was present for this meeting.

1. Call to order

- Call to order – Mike Grande 6:34pm

2. Approval of minutes

****Motion to approve Jean Novak, second Terry Moss. Motion carries. Talia Piazza abstains****

3. Finance Committee Update

- **Financials**
 - Monday Alaina held her 'Year in Review' workshop with approximately ten residents participating. Attendees were very receptive and engaged with the presentation. Alaina and Mike both said it was a success, and Mike suggested that the workshop should be held annually with the community.
 - The inaugural workshop reviewed the 2016 audit, had a recap of 2017 projects and finances, and discussed the 2018 cash flow. Alaina opened the workshop with the financial practices of the CDC and the monthly board meetings. She made a twenty-four month graph of the finances to show the CDC's progress from 2016 to now.
- **ACCBO/CDBG**
 - Mike and Michelle filed the last reimbursement for ACCBO to close out the \$3,648.04 that remains from the last allocation.
 - The CDC received a letter in December from the City notifying that the CDC had \$7,500 in additional funds that can only be used on ACCBO related activities and needs to be spent down by August 31, 2018. Mike suggested that these funds would likely go towards professional services and supplies.
- **NPP**
 - As of this month, the NPP check has not arrived. Mike checked the arrival in previous years and it seems like it typically comes in February. The delay in the distribution of the NPPs comes from delays or difficulties in in the State passing their budget.
- **Cash Forecast**
 - Finished January with a Cash Balance of \$123,987.00 cash balance. The balance would have been approximately \$80,000.00, but the funds from the Mosites contract helped to raise that.

4. Committee Updates

- **Development**

- Greg and Tom Tighe held the first meeting of the Business Advisory Council. Attendees were optimistic about the opportunities of the committee, and agreed to continue to meet and to move forward with the business expo in the spring. The discussion of the Business Advisory Council centered on ways that the CDC further support businesses and the business districts. Participants brought up the need for signage and branding for the business districts. Greg will work with **Love, Pittsburgh** to further these concepts and create some designs, he will identify costs to replace banners on Grandview, and will look into creating a threefold brochure to be included in the inclines, at business, and online.
- Business expo scheduled for April 19, 2018.
- The committee is prioritizing the goals of the strategic plan. Greg has found a local painter who is willing to volunteer his time and services to paint fifty doors for the community. Greg suggested that the CDC can raise additional funds to purchase mailboxes and numbers for homes to complement the painted doors. Greg also had a conversation with a company and local contractor to discuss a retaining wall replacement/repair program. He believes that the company and contractor can provide in-kind services that will allow the CDC to address several walls in 2018.
- 502 Natchez is scheduled to close later February. Through the Hilltop Alliance partnership, the MW CDC takes properties out of land reserve and Hilltop Alliance will take through disposition process, both organizations are working to find a strategy to address closing costs to reduce redundancies. Right now, when Hilltop Alliance purchases a home from MW CDC they have to pay closing costs to MW CDC and pay closing costs when they, Hilltop Alliance, resale the property. MW CDC needs to consider holding costs and maintenance for properties that get held longer than expected. City will not allow properties that come out of the land reserve to be under the Hilltop Alliance's name, while still being technically owned by MW CDC.

EVP

- Terry will have a fundraising planning meeting with Pittsburgh Parks Conservancy (PPC) on February 12th. At this meeting they will discuss the next cycle of the NPP grant with Heather Sage. MW CDC may need to find a new corporate partner for the next cycle, but PPC will likely stay on with MW CDC.
- DCNR has awarded \$80,000.00 planning grant to the City, but \$5,000.00 will come to MW CDC. City wants to split the money between three parts, but the details of how much will come to Emerald View Park is still forthcoming. Talia spoke with Henry Pyatt of the Mayor's Office and he said that the award letter to the City does not have specifics with how the grant is to be split, so discretion lies with the City.
- Terry also mentioned a small capacity grant for \$5,000.00 that could help the CDC to find new sources of revenue through branded merchandise. Talia, Kevin, Mike have been working on the website, and have switched over to Square for online payment and donations. Will essentially set up an online store that could open up opportunities to partner with businesses for Mount Washington products. CDC could get a portion of the proceeds.
- Shaler and Woodruff and Chatham Village have been identified for rain garden project.

- **Governance: Executive Director Interview/Hire Update**

- 60+ resumes submitted. Committee has scored the applications and divided them between six: executive committee and Joe and Terry. Shared last Friday. Matrix was created by Jean Talia and Terry that helps to define priorities and rank skill sets. Somewhat objectively ranks all resumes. Group will finish ranking meeting after the board meeting to narrow the field. Ideally, the group will identify the applicant by the next meeting to hire in March. Timeframe for the application process is based off the time requirements for the NPP grant which will fund the position.
- Talia proposed giving the top tier of applicants to the rest of the board if they were interested. Mike can send out top tier tomorrow morning but will need final responses by Sunday. Will call top tier on Monday to set up interviews.

5. Advocacy Committee Inaugural Meeting

- Talia and Alaina are the chairs. Mike would like the group to meet by the end of February: fourth Tuesday or Wednesday. Will tentatively meet February 28th, and going forward will meet the fourth Wednesday of even numbered months.

6. Announcements

- Mike was reviewing the CDC finances and found that in January 2015 there was a water main break for which the CDC raised money \$500 to help the resident, but the CDC could not determine a way to properly disperse the funds to the resident. Ultimately, the resident's insurance covered the repairs. Mike and Greg suggested donating to another charitable cause, but Jean said, according to charitable laws, that every donor would need to be notified prior to doing that. Alaina is going to try to find who donated. Board will gather more information before any decision is made.
- Mike got a call from Jewish Federation for Good Deeds Day (April 15th). They would like to send a group of volunteers to Mount Washington to undertake a community project. Mike will reach out to Mike Carlan of Neighbors On the Mount to see if his efforts and theirs can be aligned.
- Joe and Alaina are gearing up to start the 2018 block party event. They will be meeting with a vendor who is interested in partnering. Greg said that development committee mentioned a farmers market, He suggests pairing the two events. Joe said that there could be room for a market.
- February forum – some business owners would like to present. Greg will present the business council. Tom Tighe made a flyer for the event.
- Joe encouraged board members to switch their prescriptions to the Medicine Shoppe. He praised their service and commented on how personable the owners are.
- Darla spoke with Jill Harris of Councilwoman Kail-Smith's office and said that she would be able to help repaint the Woodruff St wall. Jill told Darla that the CDC will need to take a lead on the design and line up a painter.

7. Adjournment

****Motion to adjourn by Talia, Second Terry at 7:46pm– passes unanimously****

Next Meeting: March 1, 2018

Electronically signed by: Curt Conrad

Dated: February 11, 2018