

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

5.3.18

**Present:** Mike Grande, Tom Tighe, Darla D'Anna, Greg Panza, Talia Piazza, Terry Moss, Curt Conrad, Gordon Davidson, Josiah Gilliam, Alaina Spanoudakis, Justin Walbert, Chris Kail, Jean Novak

**Excused:** Kevin Kerr, John Norbut,

**Absent:**

**Visitors:**

**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 Alaina, Second Tom. Motion carries – Justin abstain\*\***

### **3. Corporate Resolutions**

- **PNC Bank Signing Authority**

- Gordon and Mike went to PNC to finalize signing authority. However, PNC recently changed signing authority policy, which means the board and Gordon need to sign and vote on the Resolution again.
- New Resolution was drafted by Gordon and the new Resolutions will name Secretary, rather than have the President.
- Alaina asked her name be updated to include hyphen

**\*\*Motion to give Gordon signing authority by Terry, Second Tom – passes unanimously\*\***

- **Key Bank Signing Authority**

- Similar to PNC Bank Signing Authority, Alaina's name will need to be updated to include hyphen

**\*\* Motion to give Gordon signing authority by Talia, Second Darla at – passes unanimously\*\***

- **FNB Signing Authority**

- Similar to PNC Bank Signing Authority, Alaina's name will need to be updated to include hyphen

**\*\* Motion to give Gordon signing authority by Tom, Second Terry – passes unanimously\*\***

- **Master Lease**

- In addition to the Signing Authority, Corporate Resolution will also need to be signed. Corporate Resolution will allow the Executive Director to complete the Master Lease with Hilltop Alliance. An approvable Lease should be completed by next week. This Master Lease will prevent closing costs from being paid twice. Gordon will act as the MWCDC agent with the

consent of the board. Properties held by MWDCDC will be able to move quickly after the Master Lease is signed and implemented.

**\*\*Motion to pass Corporate Resolution by Alaina, Second Greg – passes unanimously\*\***

#### **4. Nominating Committee Formation**

- Time to identify board candidates for the October elections. Mike has reached out to three board members to solicit their help: Curt has agreed to chair with Jean and Kevin. Board will need community members who are not member of the board. Talia suggested Paul Whiteside. Board is going to collect names of community members in good standing to join the committee, help screen resumes, and participate in interviews.

**\*\*Motion to seat Curt, Kevin, and Jean to the Nominating Committee by Alaina, Second Tom – passes unanimously\*\***

#### **5. Finance Committee Update**

- **Financials**
  - NPP is reflected in cash forecast. Cash Balance in March was \$99,441 and the balance in April is \$140,925, which includes the NPP check
  - No new properties
  - March's other expenses includes \$5,207 for costs associated for properties held for resale
  - Alaina pointed out error on Budget Vs Actuals
    - Budget of \$25,000 for total line 9700 properties held for resale flipped with line 9800 \$3,800
    - Numbers are correct in Cash Forecast
  - Greg asked about additional fund for Curb Appeal program. Would like to know how it is reflected.
    - Mike said that it is not going to be reflected in the in this month's Budget, but it will be included started next month and will include funds raised at the Business Expo
    - Alaina will clarify where that line item will be in the Detailed Budget
- **NPP**
  - Check has arrived and is in the bank account

#### **6. Executive Director Report**

##### **1) Status/Updates**

- Art Commission
  - Greg and Gordon presented to Art Commission created with the help of Love, Pittsburgh. Larger banners across Grandview will be replaced. The other side of the street with the triangle flags with have a mascot and "Welcome" message. Shiloh Directory will be updated with new graphics. A threefold brochure will also be created, hopefully a new website in the new future.

- Received Art Commission approval, with banners on every other pole. Asked to check with VisitPittsburgh to determine best language, and included braille in the Shiloh st directory.
- Greg explained that the banners were discussed in the business committee, unveiled at Business Expo, Greg and committee received only positive feedback from community
- Business Expo
  - 65 adults attended, 3 children based on tickets, but over 100 people there
  - 19 exhibitors
  - 6 staff members
  - Numbers improved from last year
  - After Action Report will be created by Gordon
- Block Party Inventory
- Master Lease Status Update
  - Done [see above]
- Office Equipment
  - Gordon sent email of items needed to board members
- Transition proposal
  - Funders database is being researched
- Office Organization and Volunteers Program
  - Mary, Alaina's mother, is helping with organization
  - After organization the volunteer program can start
- ED email procedure
  - Gordon will provide at most a weekly email update with general information
  - Will still do one on one and committee updates
  - In emergencies he will go to executive committee
- Landscaping Memo to Carnegie Library
  - Well received by the library

## 2) New projects

- Will gather information about Grandview and McCardle studies and plans to be integrated
- MWCDC needs a business outreach plan
- MWCDC business and home owner tailored assistance services
  - At a previous job, Gordon provided these services and would like to do it for MWCDC for small businesses, low income, etc
- Signage research
  - Mccardle and Grandview plans
  - Director Karina Ricks of the Department of Mobility and Infrastructure – will contact to see if she can provide some internal resources to MWCDC
- Visitors Center task force
  - Gordon and Mike spoke. Would like to form a task force with board approval. City owns a property that could possibly work, near the incline. Funding, location, ways to create a center/restrooms.
  - Talia suggested this could be housed under the advocacy committee
- Forms and Style manual

- Talia will send style manual to Gordon
- Councilwoman Theresa Kail-Smith Update
  - Will happen in the future with the help of her office
- Request for Assistance
  - When Gordon reaches out for assistance the Board can simply respond yes or no
- PCRG Community Development Summit
  - 4 free tickets to the awards ceremony. Let Darla know if you'd like to attend

## 7. Committee Updates

- **Development**
  - Business Expo. Was reviewed in the Executive Director Report
  - Curb Appeal program will start ramping up now that the expo has concluded. \$92.00 raised at the Expo for this program.
    - Alaina suggested creative approach to before/after approach for social media
    - Tom suggested putting signs in yards of properties that participate
- **Emerald View Park**
  - MWCDC will need to get PPC to move on the next steps to identify the next NPP corporate sponsor
  - Still waiting on next round of PWSA grants, announcement is forthcoming
  - Looking at big and little projects – in line with the strategic plan - to address stormwater
  - Councilman Coghill's office has been added to the committee
  - Next meeting is Wednesday, May 9<sup>th</sup> 5:30 at the MWCDC office
- **Advocacy Committee**
  - Co-chaired by Alaina and Talia
  - Committee met to prioritize public engagement and build membership: board members, residents, police, DPW, and councilwoman Kail-Smith
  - Engage city to improve law enforcement and public facility/infrastructure improvements
  - Suggested putting out survey to introduce the committee and to get feedback on engagement ideas
  - Mike suggests officially introducing the committee at the May forum with the Visitors Center as the prime task. Talia agreed to present the idea
- **Grandview Block Party Planning Committee**
  - The Block Party is scheduled for July 28<sup>th</sup> from 4pm to 10pm
  - Sponsorship packet is coming together and permit is submitted as of today
  - The Committee recommended a Small Game of Chance for the event to help encourage attendance and to raise funds to cover costs.

**Motion to investigate and pursue a Small Game of Chance permit Terry motioned, second Darla – passes unanimously**

- The Committee requested to have \$2,500 to cover upfront costs and ensure the timely execution of tasks

## **8. Announcements**

Terry – New signage should be showing up in the parks soon

Gordon – reminded board to call 311 if there are any issues in the parks

## **9. Adjournment**

**\*\*Motion to adjourn by Tom, Second Josiah at 8pm– passes unanimously\*\***

Next Meeting: June 7, 2018

Electronically signed by: Curt Conrad

Dated: May 19, 2018