

MWCDC Board of Directors Meeting Minutes

6.7.18

Present: Josiah Gilliam, Kevin Kerr, Jean Novak, Terry Moss, Tom Tighe, Alaina Spanoudakis, Talia Piazza, Mike Grande, Gordon Davidson, Chris Kail, John Norbut, Joe Rewis, Justin Walbert, Curt Conrad

Excused: Darla D'Anna, Greg Panza

Absent: none

Visitors: n/a

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 Talia, Second Terry. Kevin abstains. Motion passes****

3. Finance Committee Update

- **Financials**

- Michelle added some expenses from earlier in the year now that the NPP is in. essential, cdc reimbursed itself for expenses earlier in the year

- **NPP / Ali Doyle Meeting**

- Mike, Talia, and Gordon met with Ali Doyle of State Economic Development and were joined by Pittsburgh Parks Conservancy.
- Representatives of the MWCDC provided the State with a general update on the organization's transition and introduced the new Executive Director
- Ali encouraged the MWCDC to apply for another round of the NPP grant. Recommended tailoring the application to the strategic plan and the park master plan
- The Executive Director and the Board will start the process of preparing a new application for the NPP grant and will reevaluate the corporate sponsor relationship

4. Executive Directors Report

- **Status/Updates**

- Greg is developing banners and signage
- Wrote Business Expo after action report. Will put it on the MWCDC shared drive and share with Board
- Master Lease is signed. Means that MWCDC will be reimbursed on a timely basis
- Gordon's mom is creating a database of MWCDC discs. He has a volunteer helping with website management

- Terry mentioned a wayfinding plan with parks. Gordon is looking for a signage plan for the community.
- Scanning function of the printer has broken, but Gordon fixed it. Can send board members scanned documents
- **New Projects/Initiatives**
 - Drafting policies and procedures manual and employee handbook revisions
 - Gordon is reviewing the MWCDC Bylaws. He will be proposing amendments to the Bylaws to the Board. Some of the issues he has found are as follows:
 - Consensus decision-making process needs to be formalized.
 - Recommending changes to the number of board members
 - Is putting together other recommendations that he will present to all board members and will include justification and timeline for changes
 - Board and Gordon will review and edit drafts. Draft recommendations will be presented to community at a Community Forum
 - After Action plan for Business Expo highlight opportunities and needs with relationship/communication to business community
 - Need for a physical bulletin board
 - Gordon is reviewing old marketing plans to find items that could be used by the MWCDC
 - Gordon now doing eblasts and social media posts.
 - Board should pass along content and ideas to Gordon

5. Corporate Resolution Removal

- Laura Guralnick, the previous interim executive director, needs to be removed from old Corporate Resolutions
- Statements and cards will not be changed until Laura's name is removed
****Motion to remove Laura from old Corporate Resolutions by Alaina. Terry Second. Motion passes unanimously****

6. Committee Updates

- **Block Party - Alaina**
 - Date needs to be changed from July 28th. Already a permit for the pods, but MWCDC can still get street permit
 - New date is September 22. 3-9pm
 - Met with a consultant to review marketing and plan. The Consultant donated her time.
 - She suggested outreach to former partners to reengage for a smaller donation ask
 - Committee will draft a letter
 - Chris got a \$5,000 sponsorship to cover beer
- **Development - Tom**

- Developing a fundraising night/event for the Curb Appeal program
- Senko Construction presented a timeframe for their construction project
- Committee reviewed Shiloh street signage
- **Emerald View Park - Terry**
 - Attended awards ceremony for the Frick Environmental Center's Green Building Challenge
 - Attended Pittsburgh Parks Conservancy's Development Committee
 - Empty space and underdevelopment spaces as they pertain to stormwater
 - Suspects there may be grant funding for these types of projects, will investigate further
 - Free street trees through the Shade Tree Commission
 - Trees will be dug and planted for free
 - Terry will compile information and work to recruit applicants
 - There is a new Park Ranger in the park. Helps provide information to park goers, not focused on enforcement
- **Advocacy Committee – Talia**
 - Talia and Alaina presented the Advocacy Committee to the community at last months community forum
 - Next meeting is scheduled June 27th at the Senior Center
 - Agenda will be created prior to the meeting
 - The “Welcome Center” project could be the first campaign of the committee
 - Alaina and Talia want ideas for projects to organically rise out of the committee
 - Talia asked for recommendations for individuals who should be recruited to join/assist the committee
- **Nominating Committee – Curt**
 - Reached out to Talia for the process that was used for the last Election
 - Next meeting will be schedule the last week of June
 - Board election post and eblast will need to go out next week

7. Announcements

Mike – June 21st forum will be held at Coughlin's Law in conjunction with Neighbors on the Mount 5-7pm. Will include prizes, trivia, and 'Neighbor of the Year' award

Alaina – Grandview Park planting is coming up. June 23rd at 9am.

Gordon – VisitPittsburgh is soliciting MWDC for membership for \$280. Membership expired in 2017

8. Adjournment

****Motion to adjourn by Josiah, Second Joe at 7:59pm-- passes unanimously****

Next Meeting: July 5, 2018

Electronically signed by: Curt Conrad

Dated: June 11, 2018