MWCDC Board of Directors Meeting Minutes
July 5, 2018

Present: Greg Panza, Darla D’anna, Tom Tighe, Mike Grande, Talia Piazza, Josiah Gilliam, Curt Conrad, Terry Moss, Gordon Davidson, Chris Kail, Justin Walbert,

Excused: Kevin Kerr, Jean Novak

Absent: Alaina Spanoudakis, Joe Rewis, John Norbut

Visitors: n/a

Quorum: A quorum was present for this meeting.

1. Call to order
- Call to order – Mike Grande 6:40pm

2. Approval of minutes
**Motion to Accept the Minutes by Tom, second by Talia. Abstain Greg and Darla. Motion passes.**

3. Finance Committee Update
- Financials
  - No changes to Financials from last month.

- 2017 Audit Status
  - Last of the documents have been compiled for the 2017 audit.
  - 2017 Audit is scheduled to be presented at next board meeting

- Tom asked about the status of the MWCDC office space
  - Mike will follow up with Joe and will report back to the board.

4. Executive Director Report – Gordon Davidson
Status/Update:
- Business Expo After Action Report will be finished soon. Gordon is waiting for survey responses from businesses.
- Master Lease will be invoicing for June.
- Transition Plan
  - Included in the City of Tomorrow challenge
- Office Organization and Volunteers program
  - No update.
- Theresa Kail-Smith update
  - Final report. The office will update the MWCDC as needed, but the MWCDCs request for a proactive schedule was denied
- Bylaws Review
  - Gordon created a memo to Board with recommendations to update the Bylaws.
  - Board reviewed the recommendations.
Gordon will make draft changes to send out to membership. Community will be given opportunity to review and make comments at a future community forum.

- Website maintenance
  - Updates will happen soon
- Facebook review
  - Gordon now has access to the page

New Projects:
- CDBG $7,500 reimbursement will happen soon
- Eblasts will have a schedule. MWCDC is limited to 25 per month.
- Gifts and donations policy
  - Draft documents are created
- MWCDC Facebook page management policy
  - Outlines authority for use
- Community complaints to MWCDC management processes
  - Gordon asks that they be forwarded to him directly
- Taste of Allentown Lessons Learned
- MWCDC/NOTM outstanding service to the community plaque
  - Has been updated to include Neighbors on the Mount
- Intern program
  - Will be created.
- City of Tomorrow
- Telephone Service
  - Changing to Comcast and changing lines
  - Will save approx. $100 a month
- Insurance Policies review

5. Committee Update
- Block Party – Chris
  - Committee would like to hire a marketing agency to help with sponsorship package and branding
    - Would like to recruit food trucks, kids entertainment, drinks, entertainment
  - Mike asked Chris to get proposal in writing to the Board prior to any decisions being made.
  - Event will be Saturday September 22nd.

- Development – Tom and Greg
  - Curb Appeal program fundraiser was held last month
    - Raised the funds necessary to get supplies
    - Mount Washington resident has volunteered to make Door Wreathes to add to the program
    - Greg and Gordon are working with a contractor to handle all the applications
Applications will go out soon to strategic parts of the community. If the targeted approach does not work then the program could potentially be opened up to the entire community.

- 131 Shiloh St.
  - Owner has a potential tenant for a bar/restaurant
- Banners and Shiloh street signage
  - Greg is working with an installer and manufacturing company.
  - Greg reached out to VisitPittsburgh. They provided him with guidance for additional languages to be added to signage.
- 502 Natchez
  - Architectural and engineering drawings are complete.
  - Sealing exterior for winter in order to do interior work.
  - Building should be completed in the spring of 2019.

- Emerald View Park – Terry
  - Next Committee meeting will be in the park.
  - Tree Vitalize would like to help with the Curb Appeal Program
  - Would still like to pursue rain gardens for homes
  - Terry suggested a green infrastructure project off of Bradley St that is part of the park.
    - This property is publicly owned

- Advocacy Committee – Talia
  - First public meeting was held two weeks ago
  - Discussed the role of the Committee and defined Advocacy
  - Discussed a Visitor/Welcome center
    - Conducted exercise on “who/what/where/why” of the proposed project
  - Will target residents to participate in the next meeting
  - Would like to build up to have several projects

- Nominating Committee – Curt
  - Committee met two weeks ago to discuss plan and outreach strategy
  - Applications are open until 4pm of July 31st
  - Asked the board to help recruit residents

6. Corporate Seal
   - Bylaws state that if the Secretary does not have the seal, there needs to be a Corporate Resolution to allow another person to hold the seal.
   - Gordon proposes that he be given the responsibility to hold the seal
   **Motion to approve Corporate Resolution to authorize Gordon to hold the Corporate Seal by Justin. Darla Second. Unanimous approval**

7. Announcements
Mike – would like to see better turn out for community events and Board Meetings. If Board Members are unable to attend a board meeting, please let the him know immediately.

8. Adjournment
**Motion to adjourn by Tom, Second Chris at 8:06pm– passes unanimously**

Next Meeting: August 2, 2018

Electronically signed by: Curt Conrad

Dated: July 6, 2018