

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. MW CDC is limited to 25 per month.
- Gifts and donations policy
 - Draft documents are created
- MW CDC Facebook page management policy
 - Outlines authority for use
- Community complaints to MW CDC management processes
 - Gordon asks that they be forwarded to him directly
- Taste of Allentown Lessons Learned
- MW CDC/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