

# **MWCDC Board of Directors Meeting Minutes**

October 4, 2018

**Present:** Talia DePasquale, Greg Panza, Mike Grande, Tom Tighe, Terry Moss, Curt Conrad, Gordon Davidson, Alaina Davis, Darla D'Anna

**Excused:** Josiah Gilliam, Joe Rewis, John Norbut, Chris Kail, Jean Novak, Kevin Kerr, Justin Walbert

**Absent:**

**Visitors:** Maria, Nybria

**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 with Minutes by Talia. Tom Tighe second. Greg abstains. Motion passes.\*\***

## **3. Financial Committee Update**

- **Financials**
  - No substantial changes. Two out of the five properties held for Hilltop Alliance are set to close by the end of October, but are not reflected in this month's Financials
- **NPP/ACCBO**
  - MWDCD was not able to secure NPP Corporate Sponsorship. People's and EQT were interested and MWDCD will reengage them for next year's round of NPP.
  - Curt suggested using feedback received in NPP pursuit to develop a strategy to build relationships with corporate community. Starting in early 2019, staff and board can follow up with each to further build connections.
  - ACCBO is still forthcoming, according to Curt, but Council should have some sense of funding in the next month and a half.

## **4. Executive Director's Report**

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

- a. Business Expo '18, After Action Report to be completed by end of October.
- b. Complete all invoicing by end of the month.
- c. Grant proposals 2018. CDBG Special Grants submitted September 28. City of Tomorrow has been submitted. Foundations proposal plans, master proposals to be completed by end of October.
- d. Office org and volunteers program – newsletter on hold. Beatification volunteer are finalizing mini-proposals and presentation to community.
- e. Bylaws 2018 have been finalized.

- f. Voicemail is no longer working. Verizon is working on it.
- g. NPP – many invitations from potential sponsors to follow up next year.
- h. Coro Fellows – leave MWCDC on Oct 12. (Their presentations to the board are outlined below.)
- i. Front Door Pilot Program – Master Third-Party Services Agreement approved by J Rewis and ready to be signed by project partner.
- j. Redaction of Minutes policy to be completed by end of October.
- k. Non-employees handbook completed for Coro Fellows and will be updated after the fellows leave the CDC.

## **2) New Projects/Initiatives**

- a. 2019 MWCDC Budget – draft to be completed by the end of October.
- b. Indirect cost, overhead, and general and administrative costs (second review).
- c. Terry and Darla volunteered to help with office management.
- d. Meeting with VisitPittsburgh – Mike, Talia, and Gordon met with Craig Davis in Councilwoman Kail-Smith’s office to discuss the Visitor Center proposal. Overall, the idea was well received. They may be able to help with their foundation support. They are working to coordinate a meeting to tour the site. Gordon can prepare the proposal.
- e. Properties: 49 Southern Ave purchased. Will be secured Oct 7, gut and remodeled. 42 and 46 Millbridge closing date of October 31.
- f. MWCDC RFP rewrites with options and reversion clauses.
- g. Property sales contract with reversions clause to be completed by end of October.
- h. MWCDC-owned properties development policy, to be determined.
- i. Incline Consulting Group (University of Pittsburgh students) Outreach and Marketing Plan development. This will be completed in late November.
- j. Ballot and Tellers sheets for the Board Elections are prepared.

### Coro Fellows presentations:

Maria – has reached out to the Girl Scout to help with the Front Door program, currently working on volunteer application. Finalizing property packages for vacant and delinquent properties. Met with Lindsay Powell of the Mayor’s Office to learn about the Land Bank, they will start in severely distressed areas. Making How To Guides for the next round of volunteers/interns

Nybria – Community and Business assistance, specifically with the curb appeal program. Compile list of all utility assistance programs, developed plans for lot maintenance and clean up program, added to the comprehensive curb appeal program, ideals and tools for engaging residents, has started a master list of businesses and has started to engage some of them with a survey, making a memo for curb appeal program Best Practices.

## **5. Teller’s Committee**

Board needs to reach out to individuals who are not members of the organization, per the requirements of the bylaws, to assist with election results. Members of the organization will also need to be recruited.

It was suggested to provide conditional approval for Mary Causey to be the non member representative. Tom Brady, Paul Whiteside, JJ Bosley, and Aurelia Smeltz were named as MW CDC members to be contacted.

**\*\*Motion to provide conditional approval for Mary Causey to be the non member by Talia. Second by Tom. Motion Passes\*\***

## **6. Committee Updates**

### **• Block Party**

- Received last invoice today. MW CDC has caught up on paying all vendors, but still have outstanding commitments.
- Brought in substantially more in funding and sponsorships than last year. Sponsorship is being revised
  - Sponsorship brought in approximately \$18,000.
- Event expenses approximately \$15,000.
- Total brought in last year was \$2,400. This year's ticket sales \$3,200 in presale, \$2,700 day of.
  - Made about \$4,000 in beer sales
  - Raffle was \$530
- Alaina estimates that the CDC will net approx. \$15,000.
- Follow up meetings will happen with neighborhood businesses to find ways the CDC can improve next year's event.

### **• EVP**

- Terry: meeting Sept 12. Has brought in some new members. Tree trimming was discussed, but there are few organizations that are certified to trim the tops of trees.
- 10 inches of rain in the past month, but there have been no new landslides.
- Department of City Planning and Pittsburgh Parks Conservancy is helping with \$80,000 grant in funding to District 2 parks, which will include Emerald View Park. In Kind support is needed for planning. MW CDC will drive community engagement.
- Removal of utility of poles: lines can be buried with the City's approval and will be covered by the utility company.

### **• Development**

- Tom: meeting Sept 26<sup>th</sup>. The next Business Advisory Council will be held Oct 16<sup>th</sup>.
- Developer of 1318 Grandview is asking the CDC for a letter of support for Planning Commission, developer has already received their Zoning Variance.

- Organizational Advancement Committee needs all committees to put together a report on what has been accomplished in the past year to compare it with the Strategic Plan.
    - Fundraising strategies need to be revisited and included in reports.
  - Greg- Curb Appeal Program, contracts signed and 10 applications received. Originally, pitched the program for 30 homes. However, based on the applications the CDC has received so far, Greg is suggesting possibly only do 20 homes, but put extra work into the home's that need the extra attention. Hope to finish the first 10 by the end of October.
    - Alaina would like to help make a promotional video of the program's work and success.
- **Advocacy**
    - No new updates

## **7. Announcements**

Mike – Joe and Jessica had a baby boy (congratulations!). Mike would like to get a gift for the family, please give money to Gordon. This is Mike and Talia's final meeting on the Board.

## **8. Adjournment**

**\*\*Motion to adjourn by Tom, Second Talia at 8:14pm– passes unanimously\*\***

Next Meeting: November 1, 2018

Electronically signed by: Curt Conrad

Dated: October 10, 2018