

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

November 1, 2018

**Present:** Talia DePasquale, Mike Grande, Jean Novak, Tom Tighe, Terry Moss, Curt Conrad, Gordon Davidson, Alaina Davis, Darla D'Anna, Kevin Kerr, Perry Ninness, Chris Kail, Greg Panza, Gale Schwartz

**Excused:** John Norbut, Joe Rewis, Corey Diehorn, Justin Walbert

**Absent:**

**Visitors:**

**Quorum:** A quorum was present for this meeting.

### **1. Call to order**

- Call to order – Curt Conrad 6:37pm

### **2. Election of Interim President**

**\*\*Motion by Alaina to nominate Curt as the Interim President, second by Terry. Motion passes\*\***

### **3. Approval of minutes**

Tom offered a correction of the dates under Development Committee updates.

**\*\*Motion by Tom to approve minutes with amended meeting dates for the Development Committee (striking through September 26<sup>th</sup> and replacing it with October 16<sup>th</sup> and striking through October 16<sup>th</sup> and replacing it with November 28<sup>th</sup>), Alaina second. Perry, Chris, Kevin, Gale, and Jean abstain. Motion Passes\*\***

Amended section will now read:

**“Tom: meeting Oct 16<sup>th</sup>. The next Business Advisory Council will be held November 28<sup>th</sup>.**

### **4. 2018-2019 Board Officer Elections**

- President
  - **\*\*Tom motions to nominate Alaina, second Kevin. Motion Passes\*\***
- Vice President
  - **\*\*Alaina motions to nominate Kevin, second Greg. Motion Passes\*\***
- Treasurer
  - **\*\*Terry motions to nominate Perry, second Alaina. Motion Passes\*\***
- Secretary
  - **\*\*Alaina motions to nominate Curt, second Darla. Motion Passes\*\***

### **5. Committee Assignments**

Alaina asks to solidify leadership of the Development, Emerald View Park, Governance, Advocacy, and Finance committees.

- Development

- **\*\*Curt motions to nominate Greg and Tom as co-chairs, second Darla. Motion Passes\*\***
- Emerald View Park
  - **\*\*Alaina motions to nominate Terry and Chris as co-chairs, second Kevin. Motion Passes\*\***
- Governance
  - **\*\*Darla motions to nominate Kevin, second Alaina. Motion Passes\*\***
- Advocacy
  - **\*\*Alaina motions to nominate Gale and Curt as co-chairs, second Darla. Motion Passes\*\***
- Finance
  - **\*\*Alaina motions to nominate Perry as chair, second Terry. Motion Passes\*\***

At the next meeting Board members will need to sign up to join at least two (2) committees.

## 6. Finance Committee Update

- Financials – no new updates. Financials are still being reviewed and updated because of outstanding funds for the Block Party. October and November financials will be available by next Board Meeting.
  - Monthly financials will be reviewed December board meeting
- 2019 Draft Budget Review
  - Gordon went through the draft budget that he prepared. His draft budget is broken down into two parts: 2019 Budget and 2019 Optimist.
    - The 2019 Optimist draft budget includes increased computer protection, new office space (if necessary), and grant/corporate funds.
  - Take aways for the 2019 draft budget:
    - MW CDC will need to switch to a new audit firm. Regularly changing audit firms is a Best Practice, but will mean that costs will go up.
    - Costs for the Mailchimp service will go up because costs go up with more email subscribers
    - MW CDC may need to find new office space, so space is budgeted in the 2019 draft budget.
      - Gordon will continue speaking to Joe to determine next steps and planning.
    - The figure for Third Party Property Acquisition and Management will need increase to better anticipate multiple properties coming out of the City's land around the same time. The current budget amount could pose a Cash Flow issue if too many properties came out of the land reserve all at once.
      - Gordon is still determining the best figure to include in the budget

## 7. Executive Director's Report

### 1) Status/Updates

- a) City of Tomorrow Challenge Grant proposal was not a winner
- b) Coro fellow are gone. VISTA volunteers are a strong possibility of 2019.
- c) Incline Consulting Group (Pitt) Outreach and Marketing Plan development, November 27, 6pm presentation

### 2) Income and Proposals:

- a) Sale of Trash Cans completed (\$136.00)
- b) Invoicing for CDBG (\$7500), Hilltop Alliance (TBD – property costs), and NPP (Final Report) due ASAP.
- c) Foundations Proposals due ASAP.
- d) Visitor's Center concept paper due to VisitPittsburgh (for planning funding?). Met with VisitPittsburgh to do a walk through of the neighborhood for the proposed visitor's center.

### 3) New Projects/Initiatives

- a) None.

## 8. Committee Updates

- Advocacy – no updates
- Development – Business Advisory Council met on the 16<sup>th</sup> of October to go through new signage, discussed ways to use transportation to tie in the segmented businesses districts, Advisory Council members voiced their major issues. Committee is going to include this information in future meetings. Over a dozen businesses were in attendance. Curb appeal program is close to finishing, depending on weather, one more property may be done in 2018. Money is left over in the budget, 10 more house could be done in the spring of 2019.
- EVP – Terry has added some new members through the Facebook page. Expanding mission to include sustainability, includes storm water and landslides. Would like to explore solar, wind, and geothermal energy options.

## 9. Two (2) Corporate Resolutions – Paychex – Payroll, Retirement

Resolutions reflect the new executive positions decided earlier in this meeting. They will allow the organization to write checks and pay staff.

First Resolution will replace the former president with the new president.

**\*\*Motion by Alaina, second Terry. Motion passes\*\***

Second, MW CDC has three bank accounts, but only the PNC account is active. New executive committee members need to be added.

**\*\*Motion by Alaina to remove Mike and Talia, second Chris. Motion Passes\*\***

**\*\*Motion by Alaina to give signing authority to Alaina, Perry, Kevin, and Gordon, second Kevin. Motion Passes\*\***

Kevin and Perry may need to go to Key Bank to be added to the new account.

#### **10. Announcements**

- This Sunday, the Christmas tree will be decorated. At Charles Lewis parklet 9am to noon.
- Nov 16<sup>th</sup> “illuminate Mt Washington” on Grandview ave. Redbeard’s will take the lead. Neighbors on the Mount taking the lead 5:30pm. Alaina will email the announcement.
  - MWDCD should find a way to contribute.
- Hilltop Alliance dinner is Nov 20<sup>th</sup>. Event is sold out.
- Tom – stresses the need for board members to help with fundraising, development, and grant writing
- Greg – recommends it to be a practice to have a board retreat when new board members come onboard to bring them up to speed on the strategic plan.

#### **11. Adjournment**

**\*\*Motion to adjourn by Kevin, Second Chris at 8:28pm– passes unanimously\*\***

Next Meeting: December 6, 2018

Electronically signed by: Curt Conrad

Dated: