MWCDC Board of Directors Meeting Minutes
December 6, 2018

Present: Jean Novak, Tom Tighe, Curt Conrad, Gordon Davidson, Alaina Davis, Darla D’Anna, Kevin Kerr, Joe Rewis, Gale Schwartz, Perry Ninness, Chris Kail, Joe Rewis, Greg Panza

Excused: Terry Moss, Corey Diehorn, Justin Walbert

Absent: John Norbut

Visitors:

Quorum: A quorum was present for this meeting.

1. Call to order
- Call to order – Alaina Davis at 6:39pm

2. Approval of minutes

**Motion to approve Greg. Second Tom. Joe abstains. Motion passes.**

3. Committee Assignments Revisited
   - Requirements
     o Board members confirmed committee assignments and contact information
   - Calendar
     o Calendar is being completed for 2019 committee and special meetings
     o Finance committee will hold another Year in Review meeting at the end of January
     o Ad hoc meetings will need to be scheduled as needed.
       ▪ Includes, but not limited to: social media, website updates, block party planning, etc
     o Community forums will be mapped out for the year
       ▪ Advocacy Committee will help plug into the planning
       ▪ Alaina will create a calendar document to share with the board

4. Finance Committee Update
   - Financials
     o In 2018 MWCDC has bought properties for MWCDC and Hill Top Alliance
     o Early 2019 the MWCDC will continue to buy properties for HA
     o Block Party donations/revenue/sponsorships have still not been finalized. MWCDC is still awaiting the checks, but all of them have been contacted and have been assured they are coming.
       ▪ Payouts for party is finalized
   - 2019 Draft Budget Review
     o Hilltop Alliance reimbursement is no net gain and no net loss for MWCDC
• Estimates two special events for 2019
  o Includes the annual block party
• Audit reflects using the same company as 2018, if MWCDC changes companies for 2019 the costs will go up
• Mailchimp has increased
• Rent and Utilities have been added if needed
• Comdoc usage fee has a 3% increase
• Board retreat budget has not been included
• No program related costs
• MWCDC anticipates selling properties in 2019.
  o Gordon included conservative numbers in the budget
  o Joe recommending appealing all assessments for purchased properties to lower the tax burden on MWCDC
• MWCDC will lose money in 2019 if there is no new income
  o Negative cash flow in March and April
    ▪ Due to City properties coming out of the land reserve
    ▪ Historic research with Hilltop Alliance will need to be done
    • Potentially renegotiate agreement
• In contracts with the City of Pittsburgh, CDBG Special Grants and ACCBO contracts are combined as one CDBG contract.
  o Draft shows $47,500 for ACCBO and $2,500 for CDBG Special Grants
  o Gordon suggests combining these Line Items to reflect the one contract from the City

**Kevin motions to pass budget with provision that CDBG Special Grant in line 4100 included with Line Item 4130 (ACCBO). Darla second. Motion passes**

5. Executive Directors Report
1) Status/Updates
   a. Incline Consulting Group outreach and marketing plan development, November 27 at 6pm. Presentation was made – strong emphasis on website improvement and social media presence.
   b. Grace St property disposition – Options agreement, developer’s MOU and sales decisions required.
   c. HA and new MWCDDC properties from Property Reserve – Cash flow problems, new plans for MWCDC owned properties required, insurance polices need to be revisited
   d. SAM (system for award management) account control re-established
   e. RCO registration – delayed by Councilwoman Kail Smith accident and Councilman Kraus letter of support (both in process) – all other documentation completed.
2) Income and Proposals
   a. Invoicing for CDBG 2017-2018 ($7500). Waiting for approval of draft documents by COP
   b. Invoicing for Hilltop Alliance acquisition management 2018 ($1000 plus expenses reimbursement). To be finalized – issues with endorsement reimbursements and timing of HA to MWCDC payments

d. Foundations Proposals due ASAP – Capital campaign and proposal packages ready.

e. Visitor’s Center concept paper due to VisitPittsburgh. Estimated funding is $5000 pass through.

f. MWCDC to make decision on Housing Opportunity Fund – research required.

g. CDBG 2018-2019 and ACCBO 2018-2019 wrapped together by City ($47500, total).

h. CDBG/ACCBO 2018-2019 contract letter received – MWCDC preparing required documentation – Contract signatures required.

3) New Projects/Initiatives

a. VISTA volunteers micro-proposal due December 13 – awaiting review by PCRG

b. MWCDC owned properties development/sales plan. Needs to be developed.

c. PWSA invoice appeals for HA and MWCDC properties. Could be a meter fee.

d. SMART/TRID revisited with HA and their Executive Director.

e. Mailing addresses and email addresses for Contracts/Proposals/Registrations

4) Miscellaneous

- 1000 Grandview Association, Inc donated $200.00 to MWCDC
- Emergency Contacts
  - Updated
- Corporate Resolutions
  - Resolution issued by First National Bank

**Motion by Joe, Second Tom. Motion Passes.**
  - Resolution issued by Key Bank, removal of signature and adding of signature authority. Remove Mike and Talia, adding Alaina, Kevin, and Perry

**Motion by Tom, Second Curt. Motion Passes.**
  - Resolutions confirming officers:
    - President, Alaina

**Motion by Joe, Second Darla. Motion Passes.**

**Motion by Kevin to certify Officers, Executive Director, President, Executive Board, Second Tom. Motion Passes.**

6. Committee Updates

- Advocacy
  - Gale and Curt met to discuss the committee efforts in 2019.
  - Planned out topics for first three meetings: Review strategic plan and pull out action items for the committee, SWOT analysis, bring in guest speakers based on Action Items and SWOT
  - Need list of previous attendees to committee meetings
    - Alaina will get to Gale and Curt

- Sustainability/EVP
  - For tonight's meeting, EVP update. No EVP meeting in November, instead a presentation by Pittsburgh Parks Conservancy at MWCDC's regular forum in November. New PPC ED Jayne Miller was held up by bad weather but will join a Community Forum in near future. Master planning
for all city parks is underway and PPC is embarking on a listening tour-seeking community input. Biggest news Greenleaf Street reopened after February landslide. 2nd biggest. PA House passed a bill that recognizes Pittsburgh as the starting point for Lewis and Clark Trail. There will be signage for Lewis & Clark (as well as other long awaited trail signage) in Spring 2019. Advocacy and outreach side of things: Facebook page Emerald View Park Dispatch, created by Chris Kail in January 2018, has grown from zero to 69 members. That’s it. Next EVP meeting January 9th 5:30pm most likely in MWCDC conference room. Terry
  o Hydroflask parks has awarded PPC 15k and some will go towards to trail work in EVP.

- Development
  o No November meeting. Chris Senko is ready to present to community on townhomes on Grandview ave. February community forum
  o Tom working on planning Business Expo 2019, but Sullivan hall should still be available
  o Mosites has raised rent at space currently occupied by Lucky Bucks
  o Tom and Greg spoke to developer on Gray St
    ▪ Ready by end of the year to go under agreement with MWCDC
    ▪ MOU with them to define project and relationship with community
  o Tom and Greg developed a template that 2018 activity and accomplishments

- Governance
  o No updates

- Organizational Advancement
  o Tom suggests each committee complete a 2018 Activity and Accomplishment report (See document from Tom and Greg)
  o Possible Year End Report
  o Alaina urges all committees and chairs to document all work

7. Announcements
   • PPC Community Engagement Committee Assignment
     o Alaina will get details of the position. Chris is tentatively interested.
   • January Community Forum Decision
     o Last year was the Mountie mixer
     o Another social event, location tbd
   • Gordon will remove color from documents
   • Gale – 2019 City capital budget 5.3 million cut to URA that will affect housing. All in Pittsburgh is circulating a letter, propose MWCDC signing on.
   • PCRG holiday part December 11
   • Neighbors on the mount January 7th 530 at Grandview bakery
     o Alaina would like board members to attend these meetings and support the group

8. Adjournment
**Motion to adjourn by Gale, Second Tom at 8:43pm– passes unanimously**
Next Meeting: January 3, 2019

Electronically signed by: Curt Conrad

Dated: December 10, 2018