

# **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**
  - Board members confirmed committee assignments and contact information
- **Calendar**
  - Calendar is being completed for 2019 committee and special meetings
  - Finance committee will hold another Year in Review meeting at the end of January
  - Ad hoc meetings will need to be scheduled as needed.
    - Includes, but not limited to: social media, website updates, block party planning, etc
  - 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**
  - In 2018 MWCDC has bought properties for MWCDC and Hill Top Alliance
    - early 2019 the MWCDC will continue to buy properties for HA
  - 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**
- Hilltop Alliance reimbursement is no net gain and no net loss for MWCDC

- Estimates two special events for 2019
  - 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.
  - Gordon included conservative numbers in the budget
  - 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
  - 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.
  - Draft shows \$47,500 for ACCBO and \$2,500 for CDBG Special Grants
  - 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 policies 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

- c. NPP 2013-2018 Final Report. Ready and is due at end of the month.
- 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. MW CDC 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 – MW CDC preparing required documentation – Contract signatures required.

### 3) New Projects/Initiatives

- a. VISTA volunteers micro-proposal due December 13 – awaiting review by PCRG
- b. MW CDC owned properties development/sales plan. Needs to be developed.
- c. PWSA invoice appeals for HA and MW CDC 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 MW CDC
- 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 MW CDC'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 MWDCDC conference room. Terry

- Hydroflask parks has awarded PPC 15k and some will go towards to trail work in EVP.

- **Development**

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

- **Governance**

- No updates

- **Organizational Advancement**

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

## **7. Announcements**

- PPC Community Engagement Committee Assignment
  - Alaina will get details of the position. Chris is tentatively interested.
- January Community Forum Decision
  - Last year was the Mountie mixer
  - 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 MWDCDC signing on.
- PCRG holiday part December 11
- Neighbors on the mount January 7<sup>th</sup> 530 at Grandview bakery
  - 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