



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Thursday, August 2, 2018: 6:30 PM

MINUTES

Reported by: Alaina Davis (Secretary Not Present)

1. Call to Order 6:30PM Mike Grande
Mike Grande call to order at 6:33 pm

Members present: Justin Walbert, Josiah Gilliam, Terry Moss, Jean Novak, Mike Grande (President), Gordon Davidson (ED), Talia DePasquele, John Norbut, Greg Panza, Tom Tighe, Darla D'Anna, Alaina Davis, Kevin Kerr (tardy), Joe Rewis (tardy)

Excused: Curt Conrad

Absent: Chis Kail

2. Approval of Minutes (July) * 6:30-6:35PM Mike
****MOTION TO APPROVE** by Darla D'Anna, Josiah Gilliam seconds
Motion carries with John Norbut, Alaina Davis and Jean Novak abstaining

3. 2017 MWDC Audit Presentation 6:35-7:05PM Tyler-Collier Associates LLC
- Delbert Tyler of Tyler Collier Associates presented
 - Reviewed the responsibility of an independent auditor
 - Presented the opinion that accounting and spending practices of the MWDC are in compliance with general acceptable auditing principles
 - Key findings/questions:
 - o Decrease in assets from \$320k to \$279k
 - o Grants income and spending were similar to the previous year: NPP was consistent, ACCBO was not awarded last year because the program was suspended (shows as government contracts in Audit reporting)
 - o Noted that of our "Functional Expenses" 43% went towards "Management and General"
 - o Cash flow looks sound; adjusted for loss of assets and cash
 - o "Loan Receivable" is larger than previous years because of the termination of the "Foodland Agreement" (\$45k)
 - o Question AD: How are "loss on land" and "gain on sale of property" different when they both refer to real estate transactions? TD will report back
 - o Question GP: How would you grade MWDC in comparison to other non profits? TD: high; engaged board, financial reports are done monthly and in the minutes; there are not a lot of transactions to review
 - o Question JR: Were there any red flags that you saw through the review process? TD: we are required to report red flags in the opinion and major red flags are required to be reported to IRS; there were no accounting, spending or reporting red flag; funders reviewing financials would advise in more program specific funding
 - o Question AD: With Friends of Grandview absolving how will we handle the current holdings? MG: FoG have plans to spend the remaining money on the park; the Farm Dinner fundraiser will be passed to the Neighbors on the Mount. Neighbors currently have their own bank account, future arrangements are being discussed.



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4. Financials 7:05-7:20PM Alaina/Mike/Gordon

- ACCBO, NPP
- Two line items were adjusted in the projections because of timing. These two changes will impact next month's cash flow projections:
 - \$25,000 of in-house temporarily restricted Real Estate funds were moved to be spent later in the year when properties are expected to be released in October
 - Projected expenses and income from the annual fundraiser – Mt. Washington Block Party – were moved from July to September because of the change of date
- ACCBO (Advisory Committee on Community Based Organizations through the City of Pittsburgh)
 - Letter of Intent to apply was delivered 7.17.18
 - Overall timeline of the application process was pushed back because of a freeze of funds in Council last year
 - Programs that will be included in the ask are the pilot Front Door Project and updates from our Strategic Plan
 - Ask is for \$50,0000
 - Decision is expected in October
- NPP (Neighborhood Partnership Program)
 - We are in our final year of the current administration, which was a five year term
 - Application process for this year launches at the end of August
 - Duquesne Light will again be asked to be our tax credit sponsor. If that is not feasible we will be seeking opportunities for a new sponsor
 - Some vague ideas of what programs would be part of the ask were discussed. Currently NPP covers Parks programs and funds are split with the PPC as part of the Parks Agreement including blight remediation through the Land Reserve program, a new Master Plan for EVP, expanding the curb appeal program, and visioning a new workforce component

5. Executive Director Report 7:20-7:50PM Gordon

- By Laws Revisions *
- Working on some closing pieces of the Business Expo; still waiting on survey responses
- Current grant work:
 - City of Tomorrow Challenge <https://challenges.cityoftomorrow.com/#carousel>
 - Three cities are currently participating
 - Made aware of opportunity by AD through the DoMI
 - We are repackaging our proposal to include transition and tourism for the next phase of the challenge
 - Fellowships/ Interns:
 - Working with CORO <http://www.coropittsburgh.org/> for two positions for the next cycle (Aug 20 start date through October)
 - Cost would be \$3,000 using reallocated personnel funding from current NPP before it expires
 - ACCBO detailed in financials



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Some small scale programs will be sent out to membership for volunteer opportunities including Fresh Paint Days (volunteers have expressed interest in managing) and TreeVitalize

- Information on those small scale initiatives is available by contacting the office
- Participated in the clean up of Firemen's Park
- A volunteer may be available to work on a newsletter
- Continued bylaws conversations
 - o A conversation was facilitated by GD at the last Forum and proposed changes were emailed to membership since the last Board meeting
 - o One member sent in suggested changes
 - o Suggested changes form "Community":
 - 1) Article VII, Section 9...discussed by Board; not accepted on the premise that the current Conflict of Interest statement covers
 - 2) Article VII, Section 11...discussed by Board; not accepted on the premise that the current Conflict of Interest statement covers
 - 3) Article VII, Section 2...discussed by Board; not accepted because a strict requirement is hard to maintain with unforeseen circumstances; this article is revised later in the discussion
 - 4) Article VII, Section 3...discussed by Board; not accepted on the premise that requirements and qualifications for candidates are detailed in nominating committee working documents; nominating committee makes every effort to recruit a diverse pool of candidates
 - 5) Article VII, Section 4...discussed by Board; not accepted on the premise that a previous study advised that a screening process be in place; other funders and consultants have echoed that concern
 - 6) Article X, Section 1...discussed by Board; not accepted
 - 7) Article VII, Section 4 ...discussed by Board; not accepted on the premise that diverse representation of the neighborhood helps to meet our mission statement as it addresses all stakeholders, not just residents
 - o Suggested changes from MWDCD staff:
 - 1) "MWDCD employees/staff may not be on the Board of Directors"...discussed by Board; accepted on the premise that this has never been an issue and is a safeguard for the future
 - 2) "MWDCD employees/staff may bid on MWDCD owned properties advertised through an RFP process approved by the BoD that offers no advantages to any party"...discussed by Board; not accepted on the premise that this should be language in real estate policies but not necessary in the bylaws
 - 3) "MWDCD may hold properties, without releasing an RFP, for projects in area covered by Master Plan"...discussed by Board; not accepted on the premise that this should be language in real estate policies but not necessary in the bylaws
 - 4) "MWDCD may hold MWDCD owned properties for its own purposes" ...discussed by Board; not accepted on the premise that this should be language in real estate policies but not necessary in the bylaws
 - o Board discussion about Article VII, Section 2 regarding the number of Board members
 - Suggested to change current language from "no less than 13 and no more than 21" to "The MWDCD shall be governed by a Board of Directors that shall consist of fifteen (15) members. When vacancies arise they will be filled so that the Board consists of no less than 13 members"
 - o Corporate Resolution reviewed



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****MOTION TO accept bylaws as changes detailed in the corporate resolution and reflected by the above minutes, specifically language discussed tonight around Article VII, Section 2** by Joe Rewis, seconded by Terry Moss. Motion carries, Jon Norbut not present for vote.

6. Committee Updates 7:50-8:10PM Greg/Tom/Terry/Alaina/Talia/Curt
- Nominating (Mike)
 - o Application window closed July 31
 - o Committee that is chaired by Curt Conrad will conduct interview and vetting during the month of August and will report to Board at September meeting
 - Block Party (Alaina, Joe)
 - o Permit has been submitted and approved for September 22
 - o Working with Fame 15 Creative, who is providing support for sponsorship recruitment, promotions, logo and artistic development and day of logistics. Services are provided at 40% of regular cost.
 - o Copies at Carson is donating all printing
 - o We are working to secure vendors, entertainments and sponsors
 - o Tickets will be on sale this week \$10 for presale through Eventbrite with a \$5 promo code for Mt. Washington residents. Day of cost is \$15 for adults and kids are free
 - o Promotions will be out in the next week or so both digitally and around the neighborhood
 - Development (Greg, Tom)
 - o Apartment development on Sweetbriar attended committee; presented; did not ask for letter for support
 - o Contractor (Joe Urban) for the 3 Grace Street properties met with GD, TT; planning for single family development; reported out at committee
 - o Discussed how Development and Advocacy can use the image of Grandview Avenue to our advantage; specifically partnering with Visit Pittsburgh since they mentioned the view in an article about Chinese Tourists in the Pittsburgh Post Gazette on 8.2.18
 - o TT and GD attended community picnic meeting on behalf of MWCDC; asked the Board to provide volunteers
 - o Discussed some promotional item such as banners or a tablecloth with MWCDC logo to use for events
 - o Front door program: applications are out and are available digitally and at the Library and Senior Center
 - o Grandview Avenue banners are moving forward; Board was shown old and new for a point of reference. New triangular banners will be made of metal. Rectangular banners will be made of "sunbrella" material typically used for commercial awnings to withstand weather and time. Fundraising for this initiative will hopefully include local businesses. Project is estimated at \$15,000. DD suggested asking Colcom for matching funds, similar to the agreement for the flower pots in the past
 - o Virginia Avenue Plan from 2010 needs addressed and revisited. A developer purchased a block of land on the Shop n Save side of Virginia.
 - o DD asked for updates on 1 Grandview, none were available
 - Emerald View Park (Terry)
 - o RK Mellon was addressed by PPC. PPC was informed that they have maxed out their ask. MWCDC will consider approaching for grant money to continue work on EVP
 - o NPP information was discussed again
 - o TreeVitalize program was mentioned again – efforts will be spearheaded by Terry Moss; applications are due September 14



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○ TM attended a stakeholders meeting prior to the evening public meeting on behalf of the MWCDC at Station Square concerning future development. We will continue to get updates from Forrest City and will share with the community through social media reach. MG reports the Port Authority has also been studying intersection at Carson and Smithfield Street Bridge. Rycon is making progress with lot across from T Station and plans for completion in Q1 2019

- Advocacy (Alaina, Talia)
 - Had first committee meeting
 - Notes from meeting were shared with those in attendance and the membership
 - GD contacted Visit Pittsburgh as part of next steps

7. Announcements 8:10-8:15PM All
 JR: Working with J.Novak and another lawyer on information for local businesses on how changes to medical marijuana legislature will impact
 JR: Grandview Montessori is interested in the property at 608 Virginia, disclosed because of the future impact on MWCDC offices. Nothing formal is currently set.
 JR: Bigham Group did not take tax credit or reduction of any kind on space donated to MWCDC
 TM: Reminders for Community Picnic (Aug 25) and Farm Dinner (Aug 26)

8. Adjournment 8:15PM Mike
 ****Motion to adjourn** by Kevin Kerr at 9:18pm, seconded by Justin Walbert. Motion carries.

a. Next Meeting: September 6, 2018

* *Board Action Required*

Upcoming Meetings/Events:

- MWCDC: Forum – August 16, 2018 6:30PM Senior Center Virginia Ave
- MWCDC: Advocacy Committee – August 27, 2018, 6PM TBD