



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Agenda
December 1, 2022
6:30-8:30pm

Meeting Room, 1 Trimont LN, Pittsburgh, PA 15211

I. Welcome:	Perry
II. Approval of Minutes, November 3, 2023 *	Perry
III. Miscellaneous Items	Perry
IV. Reports	
A. Organizational Advancement Committee	Ken
B. Advocacy Committee	Sheen
C. Hilltop Alliance	Mary Causey
D. Finance Committee	Gordon
E. Emerald View Park & Sustainability Committee	Jean
F. Pittsburgh Parks Conservancy	Jean
G. Nominating Committee	Bob, Gordon
H. Party on the Mount Committee	Joe
I. Development Committee	Christina
J. Governance Committee	Sheen
V. Executive Director's Report	Gordon
VI. New Business	Perry
VII. President's Report	Perry
VIII. Close	Perry

* *Board Action Required*

- Next Meeting: January 5, 2023

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Casey Quinn (Treasurer), Ken Gianella (Secretary), Anne Burroughs, Christina Grossman, Robert Kohnfelder, Jean Novak, Joe Rewis, Raina Sharma, Tom Tighe, Bob Zilch

Executive Director: Gordon A. Davidson

Hilltop Alliance (HA) Representative: Mary Causey

Pittsburgh Community Reinvestment Group (PCRG) Representative: Gordon, Christina

Pittsburgh Parks Conservancy (PPC) Representative: Jean

Neighbors on the Mount (NOTM) Representative: Gordon (ex-officio), Sheen



MOUNT WASHINGTON

COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWCDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on December 1, 2022.

Gordon Davidson – Executive Director

Perry Ninness (Absent, Excused) - President

Sheen Sehgal - Vice President

Casey Quinn – Treasurer

Ken Gianella - Secretary

Anne Burroughs - Christina Grossman - Robert Kohnfelder - Jean Novak - Joseph Rewis
(Absent, Excused) - Raina Sharma - Tom Tighe (Absent, Excused) -
Bob Zilch (Absent, Excused)

- A. The meeting was called to order by Perry at 6:36 PM. A quorum was present.
- B. Approval of Minutes, November 3, 2022: Motion to approve by Christina, second by Casey, motion approved.
- C. Gordon presented the final draft of the 2023 Annual Budget. Motion to approve by Ken, second by Casey, motion approved.
- D. Committee Reports
 1. OAC
 - a. Discussion about River City Brass Band playing at May 2020 POTM – staging needed. Motion to table discussion by Sheen , second by Casey, motion approved.
 - b. Discussion to purchase twenty “Banquet Tables.” Motion by Ken to purchase twenty banquet tables, no second.
 - c. OAC to work with Gordon to work out a proposal for the purchase of twenty Banquet Tables to be used by MWCDC and other local nonprofit organizations.
 2. Advocacy - Mary Causey has agreed to be the committee Chairperson if approved by the Board. The Board approved Mary as Advocacy Committee Chairperson.
 3. Hilltop Alliance. No Report
 4. EVPS
 - a. The committee will meet in January.
 - b. PPC
 - i. A PPC annual event is next week!
 - ii. Complaint about park conditions should be submitted to 311.

- iii. The City budget did not include Parks tax funds to be used by PPC.
 - iv. MWCDC may submit a Letter of Support for reallocation of Parks Tax funds to PPC.
 - v. Discussion about Park-related equipment.
 - vi. Discussion about grants availability for Park-related efforts. Gordon has some information about this.
5. Development Meeting
- i. Will meet on December 13.
 - ii. Nominating Committee - Need a person to actively chair the Committee.
6. Development
- i. Christina will be the new committee Chairperson.
 - ii. The Veteran's Day celebration was a success.
 - iii. The MWCDC website updates are ongoing.
7. Governance - Bylaws Amendments (No report).
- F. Executive Directors Report (see attached)
- A. The Irises Planting Project is complete. See Gordon for details about future distribution.
- G. New Business
- A. Purchasing property on Boggs Avenue for the Mount Washington Ecumenical Food Bank.
 - B. Another meeting is planned with the developer of the Grandview Home project.
- H. President's Report

The Board Meeting was adjourned at 8:35 PM.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MWCDC Board of Directors
(Name)

Date: December 29, 2021

Executive Director's Report

MWCDC Board of Directors Meeting, December 1, 2022

1) *Status/Updates*

- a) Strategic Plan 2023-2028 Project progressing. Mission, Vision, Goals, Ongoing Activities, and transition text finalized. Graphics design in progress.
- b) ***Committee Reports are due the first week in January.***
- c) December 13 DAM planning (EVP trailheads renovations).
- d) Meeting with the Mayor on November 19 at the MWHALC.
- e) Final version of Community Survey 2022 with M. Colantonio – distributed to the Board.
- f) Streetscape amenities list prepared for TFUU.
- g) Sale of MW CDC-owned properties for Allentown LIHTC coordination w/Hilltop Alliance.
- h) ***Monongahela Incline closure issues management.***
- i) ***Revised 2023 Annual Budget sent to Board.***
- j) **Committees assignments: Robert K., Raina**
- k) **Emergency Contact: Casey, Anne**
- l) **Preferred Phone Number and Address: Casey, Anne**

2) *Main Projects:*

- a) Properties Sales Project.
- b) Properties Management Project.
- c) MWBE Post-Incubator Project.
- d) NPP reporting for 2021-2022.
- e) Strategic Plan 2023-2027

3) *Income and Proposals:*

- a) Foundation proposal, on housing and sustainability (awaiting decision).
- b) Foundation proposal, on housing (in preparation).
- c) Foundation proposal, on sustainability (in preparation).
- d) FHWA Scenic Byways 2022 (awaiting decision).
- e) NED 2022-2023 award not received.
- f) PA Archiving grant (awaiting decision).
- g) ***6 Boggs Avenue and Food Bank Permanent Home purchase proposal submitted to URA/Land Bank (awaiting decision).***

4) *New Projects/Initiatives:*

- a) ***Washington Heights Ecumenical Food Bank permanent home proposal.***
- b) Meetings with the Mayor.
- c) Pittsburgh Coalition on the Intersection of Race, Disability, Ethnicity and Poverty.
- d) Neighborhood Iris-Sharing Project begun at 608 Virginia AVE.
- e) "No Vending" sign project for Grandview Avenue with Grand Brew Café and Office of Theresa Kail-Smith.
- f) Repair of two shop vacuums for MW CDC office, with volunteer.
- g) ***Tourism Enhancement Project proposal (accepted by Miramar College via Riipen).***

- h) **Staff and Board Management Plan proposal submitted to Nonprofit Clinic at GSPIA (awaiting decision).**
- i) **Organizational Sustainability Plan proposal submitted to Nonprofit Clinic at GSPIA (awaiting decision).**
- j) **Conservatorship Program proposal submitted to Heinz School (awaiting decision).**
- k) **Tepper School of Business Affordable Rental Housing and Sustainability Project (accepted).**
- l) **Shiloh Street Business Survey proposal submitted to Riipen/University of Florida (accepted).**

5) On-going Projects:

- a) MWCDC policies updates w/Governance Committee.
- b) Employee Manual, incorporation of reviewer comments.
- c) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program (YIP) and Grab Bar and Handrail Installation Project (GHIP) documentation.
- d) Visitors’ Centers pre-planning.
- e) Problem Properties Program.
- f) MWCDC Strategic Plan development.
- g) Payroll and 401k management replacement project.
- h) Community Forums/Meetings Audio/Video Recording Project ongoing.
- i) Hilltop Alliance property management.
- j) Improve the July 4 Experience Project.
- k) HOF Administrator Project.
- l) Task Force on Undergrounding Utilities (TFUU).
- m) Republic Street Rain Garden Remediation Project – this will be removed from the E.D.’s report since it is part of an EVP trailheads renovations project.
- n) Neighborhood dumpster and “No Dumping” signs project.
- o) Request for Art (in MWCDC Offices areas).
- p) Nominating Committee 2022 review.
- q) MWCDC organization business card project.
- r) PWSA billing error project (one of two errors corrected).
- s) AmeriCorps VISTA re-application for 2023.
- t) POTM 2022 reconciliation.
- u) MWCDC YouTube Channel Project.
- v) **6 Boggs Avenue Permanent home for the Washington Heights Ecumenical Food Bank.**
- w) Monongahela Incline Closure concerns management.

Assets and Awards

ASSETS:

1. 49 Southern AVE (w/structure) – Program property
2. 4 Gaskell ST (w/structure) – Program property
3. 221 Southern AVE (w/structure) – Program property
4. 79 Craighead ST (vacant) – Probable RFP
5. 134 Ruth ST (vacant) – Possible MWCDC Side Yard Sale Program property
6. 90 Beltzhoover AVE (vacant) – Possible MWCDC Side Yard Sale Program property
7. 94 Beltzhoover AVE (vacant) – Project property

To be Purchased:

8. 28 Marne WAY (11-14-2021, w/structure) – Possible Program property
9. 26 Ruth ST (11-14-2021, vacant) – Probable MWDCDC Side Yard Sale Program property
10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP

AWARDS AND DONATIONS (2019-2022):

1. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
2. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
3. 2020 Love Your Block (\$1500, postponed until 2021)
4. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
5. 2020-2021 Neighborhood Economic Development (\$20K).
6. 2021 Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage (\$3K).
7. 2021 Richard L. and Virginia M. Fischer Foundation, unrestricted (\$10K).
8. 2020-2021 Paycheck Protection Program forgivable loan (\$23,662.17).
9. Spring 2021 GSPIA Nonprofit clinic award.
10. Spring 2021 SWCOSA award.
11. 2021-2022 Sidewalk Sales Program, URA (\$3K)
12. 2021 Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, June3
13. 2021 Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
14. 2021 Love Your Block (\$1500).
15. Fall 2021 Incline Consulting Group award, Foundations Research, Event Planning Framework and Website Improvements Project, September 1, 2021
16. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
17. 2022-2023 NPP (\$100K, \$25K pass-through to PPC).
18. 2021-2022 NED reprogrammed funds (\$22,609.82)
19. 2022 Richard King Mellon Foundation Emerald View Park trail management and invasive plants management planning grant, with Pittsburgh Parks Conservancy (\$168K, \$152.5K pass-through)
20. 2022 Community Festival Grant, City of Pittsburgh (\$1K)
21. 2022-2023 URA Outdoor Dining Grant Program (\$30K pass-through)
22. 2022 Tourism Experience Enhancement Project award (Miramar College)
23. 2022-2023 Affordable Rental Housing and Sustainability Project (Tepper School of Business, Carnegie Mellon University)



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Gordon Davidson - Executive Director

Perry Ninness - President

Sheen Sehgal - Vice President

Casey Quinn - Treasurer

Ken Gianella - Secretary

Anne Burroughs - Jean Novak - Tom Tighe - Bob Zilch

Absent, Excused: Christina Grossman, Joseph Rewis, Robert Kohnfelder,
Raina Sharma

- A. The meeting was called to order by Perry at 6:41 PM. A quorum was present.
- B. Approval of Minutes, October 6, 2022: The Board amended and approved the minutes.
- C. The Winner of the POTM 2022 Special Raffle donated an additional \$2000 to MWCDC's Community Projects Fund.
- D. Numerous motions made and approved:
 - 1. Perry as President. Motion by Jean, second by Tom.
 - 2. Sheen as Vice President. Motion by Jean, second by Tom.
 - 3. Casey as Treasurer. Motion by Jean, second by Sheen.
 - 4. Ken as Secretary. Motion by Jean, second by Tom.
 - 5. Anne, to Development Committee and EVPS Committee.
 - 6. Revocation of Authority, Mary Causey. Motion by Tom, second by Casey.
 - 7. Signature Authority, add Casey and Sheen, Motion by Tom, second by Jean.
 - 8. Real Estate and Legal Representation, Gordon. Motion by Tom, second by Jean.
- E. 2023 Budget Discussion
 - 1. Line item to purchase Banquet Tables not approved.
 - 2. Correction made to Community Projects Fund available funds.
 - 3. Budget to be revised for approval at the December Board meeting.
- F. Committee Reports
 - 1. OAC

- a. MWDC Fall Flea Market final report. Only made \$140 but was well received by the Community. More advertising is needed and possibly a different date (not on a Steelers game day).
 - b. May 2023 POTM. River City Brass Band proposed to play – staging is needed.
 - c. Discussion about improving the Pit fencing. Tabled.
2. Advocacy. No Report.
 3. Hilltop Alliance. No Report.
 4. Finance. No Report.
 5. EVPS
 - a. Olympia Park Shelter House repairs end date approaching.
 - b. There are issues about trail signage templates.
 - c. No meeting until January 2023
 - d. Pittsburgh Parks Conservancy
 - e. There will be a full PPC Board meeting in December.
 6. Governance (No report)
 7. Nominating Committee - There is a possibility about an Advisory Committee, which could recommend Board candidates.
 8. POTM - There will be a POTM Committee meeting in January to start planning for the May 2023 POTM.
 9. Development
 - a. VFW Street Banners Project update.
 - b. A tribute to Veterans is planned for November 6. Dignitaries are being invited to attend
 - c. Eggs & Moore update.
 - d. Discussion about proposed sale of 94 Beltzhoover to Peoples Gas. Motion by Tom to sell 94 Beltzhoover Avenue to Peoples Gas, seconded, approved.
 - e. Proposed purchase of three (3) signs to support local veterans. Budget limit of \$1000. Motion by Tom, seconded, approved.
 - f. Website update. The initial set of required updates is nearing completion.
 10. Governance - Gordon and Perry intend to complete the proposed Bylaws amendments in December.
- G. Executive Directors Report
- A. The final Community Forum on the new strategic plan is scheduled for December 15.
 - H. The current draft plan is attached.
 - I. Discussion about 6 Boggs Avenue as the possible home for the Washington Heights Ecumenical Food Bank. Motion to submit a proposal to the URA to purchase 6 Boggs Avenue by Casey, second by Anne, approved.
 - J. New Business (None)
 - K. President's Report (None)

The Board Meeting was adjourned at 9:43 PM.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MWDC Board of Directors
(Name)

Date: November 28, 2022

Executive Director's Report

MWCDC Board of Directors Meeting, November 3, 2022

1) *Status/Updates*

- a) **2021 BCO-10 submitted.**
- b) October 20 Community Forum and November 1 Special Community Forum (Strategic Plan).
- c) **Strategic Plan 2023-2028 Project on-track. Mission and Vision statements revised.**
- d) Letter to PRT re: importance of Monongahela Incline Shuttle signage to local businesses ongoing.
- e) TFUU meeting with Duquesne Light Company.
- f) Molly's Trolley's inquiry about a shuttle between the two inclines. No response.
- g) NPP 2021-2022 final report in progress.
- h) Washington Heights Ecumenical Food Bank temporary and permanent home project.
- i) **Xerox printer returned.**
- j) Office hallway furniture management w/J. Rewis and M. Colantonio.
- k) D&O insurance renewed.
- l) City of Pittsburgh Agency Counter training.
- m) Trunk or Treat 2022.
- n) MWCDC Flea Market staffing.
- o) First lunch (ever) at the MWHALC.
- p) Visitors Centers Pre-Planning Project update meeting with VisitPittsburgh.
- q) Public WiFi Project meeting.
- r) A New Concept on Fencing Project meeting scheduling.
- s) **Committee Reports are due the first week in January.**
- t) **Food Bank proposal.**

2) *Main Projects:*

- a) Properties Sales Project.
- b) Properties Management Project.
- c) MWBE Post-Incubator Project.
- d) Sidewalk Sales Program (Performances in the Parklets).
- e) NPP reporting for 2021-2022.
- f) Strategic Plan 2023-2027

3) *Income and Proposals:*

- a)

4) *New Projects/Initiatives*

- a)

Mount Washington Community Development Corp
Proposed Budget
January - December 2023

	2023 Proposed Budget
Revenue	
4000 Support Contributions	
4020 Individual Donations	\$ 1,218
4030 United Way Donations	\$ -
4040 Corporate Contributions	\$ 100
Total 4000 Support Contributions	\$ 1,318
4100 Grants & Contracts	
4110 Foundation Grants	\$ -
4120 State Contracts	\$ 100,000
4125 County Contracts	\$ 3,000
4135 City Contracts	\$ 60,000
4190 Other Contracts	\$ -
Total 4100 Grants & Contracts	\$ 163,000
4400 Program Services	
4410 Third Party Property Mgmt	\$ 22,768
4440 Leased Properties Reimbursement	\$ -
Total 4400 Program Services	\$ 22,768
4600 Special Events	
4610 Sponsorships	\$ 64,000
4630 Tickets	\$ 50,000
4640 Food Truck	\$ 1,600
4650 Event Vendors	\$ 2,600
4660 Beverage Sales	\$ 12,500
4690 Other Special Event Revenue	\$ 16,610
Total 4600 Special Events	\$ 147,310
4700 Other Revenue	
4740 Interest Income	\$ -
4790 Other Misc Income	\$ -
Total 4700 Other Revenue	\$ -
Total Revenue	\$ 334,396
Expenditures	
6000/6100 Personnel Related / Professional Services	\$ 95,935
6200 Office & Administrative	
6205 Software & Software Subscriptions	\$ 1,161
6210 Telephone - Office	\$ 2,230
6220 Office Supplies	\$ 1,150
6230 Computer Supplies	\$ 1,250
6240 Postage & Shipping	\$ 120
6250 Membership Dues	\$ 610
6260 Printing & Copying	\$ 326
6270 Bank & Merchant Fees	\$ 1,730
6290 Miscellaneous Expense	\$ 900
Total 6200 Office & Administrative	\$ 9,477
6300 Facility & Equipment	

Mount Washington Community Development Corp
Proposed Budget
January - December 2023

	2023 Proposed Budget
6310 Office Rent	\$ 1,690
6340 Equipment Rental	\$ -
6350 Repairs & Maintenance	\$ 50
6360 Cleaning & Janitorial	\$ 200
Total 6300 Facility & Equipment	\$ 1,940
6400 Travel & Meeting Expenses	
6410 Mileage & Parking (in town)	\$ 144
6450 Conferences & Meeting Registrat	\$ 100
Total 6400 Travel & Meeting Expenses	\$ 244
6500 Special Events Expenses	
6510 Food & Beverage	\$ 18,400
6515 Event Consultant	\$ 15,000
6520 Event Entertainment	\$ 24,000
6530 Event Supplies	\$ 11,000
6540 Event Printing	\$ 3,150
6550 Event Rentals	\$ 25,600
6560 Other Special Event Expenses	\$ 17,000
Total 6500 Special Events Expenses	\$ 114,150
6600 Program Related	
6605 Contract Labor	\$ 79,500
6610 Consultants	\$ -
6620 Program Supplies	\$ 250
6625 Tools & Equipment	\$ 200
6630 Food & Beverage	\$ -
6635 Marketing & Outreach	\$ -
6640 Permit Fees	\$ -
6650 Signage	\$ 350
6670 Emerald View Park Subcontracts	\$ 29,500
6680 HA Master Lease Reimbursement Exp	\$ 21,168
Total 6600 Program Related	\$ 130,968
6700 Insurance	
6710 Liability & Business Owners	\$ 827
6720 Directors & Officers	\$ 1,217
Total 6700 Insurance	\$ 2,044
6800 Committee Expenses	
6810 Advocacy Committee	\$ 1,000
6820 Development Committee	\$ 1,000
6830 EVP&S Committee	\$ 1,000
6840 OAC Committee	\$ 1,000
6840 Community Funds Projects (Non-Program)	\$ 14,993
Total 6800 Committee Expenses	\$ 18,993
Total Expenditures	\$ 373,752
Net Operating Revenue	\$ (39,356)

Other Revenue

Mount Washington Community Development Corp
Proposed Budget
January - December 2023

	2023 Proposed Budget
9000 Other Income	
9010 Gross Proceeds on sale of Properties	\$ 12,000
9030 Gain/Loss on Sale of Assets	\$ -
Total 9000 Other Income	\$ 12,000
Total Other Revenue	\$ 12,000
Other Expenditures	
9700 Properties Held for Resale	
9710 Property Acquisition (MWDCD)	\$ 12,000
9720 Construction in Progress	\$ -
9730 Hand Money	\$ -
9740 Property Holding Costs	\$ -
9750 Settlement & Closing Costs	\$ -
Total 9700 Properties Held for Resale	\$ 12,000
9800 Other Expenses	
9825 Insurance - Owned Properties	\$ 3,500
9830 Utilities - Owned Properties	\$ 576
9835 Maintenance - Owned Properties	\$ 2,300
9840 Real Estate Taxes - Owned Prope	\$ 2,500
Total 9800 Other Expenses	\$ 8,876
Total Other Expenditures	\$ 20,876
Net Other Revenue	\$ (8,876)
Net Revenue	\$ (48,232)
Carry Over Funds Used from Restricted Grants (PY)	\$ -
Restricted Funds (reserved for future use)	\$ -
Net Income including Restricted Funds (non-GAAP)	\$ (48,232)
End of Year Cash Balance, 2022 (projected)	
End of Year Balance, 2023 (projected)	\$ 76,768