



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

Meeting Room, 1 Trimont LN  
Pittsburgh, PA 15211

**Board of Directors Meeting  
Thursday, January 13, 2022**

**AGENDA**

- |     |   |                  |               |
|-----|---|------------------|---------------|
| 1.  | Call to Order                                 | 6:30-6:35 PM     | Perry         |
| 2.  | Approval of Minutes, December 2, 2021 *       | 6:35-6:45 PM     | Perry         |
|     | September 2, 2021                             | October 7, 2021  |               |
|     | November 4, 2021                              | December 2, 2021 |               |
| 3.  | Officer Elections *                           | 6:45-7:00 PM     | Perry         |
|     | Vice President                                |                  | Secretary     |
| 4.  | 2022 Annual Budget Approval *                 | 7:00-7:15 PM     | Gordon/Mary   |
| 5.  | Credit Card Policies Approval *               | 7:15-7:25 PM     | Gordon/Mary   |
| 6.  | Accounting Services Review *                  | 7:25-7:35 PM     | Gordon/Mary   |
| 7.  | Committee Assignments                         | 7:35-7:45 PM     | Perry         |
| 8.  | Mountie Mixer with NOTM                       | 7:45-7:50 PM     | Sheen/Ken     |
| 9.  | Strategic Plan Task Force                     | 7:50-8:00 PM     | Perry         |
| 10. | Committee Reports                             | 8:00-8:15 PM     |               |
|     | a. Finance                                    |                  | Mary          |
|     | b. Hilltop Alliance                           |                  | Mary          |
|     | c. Governance                                 |                  | Perry         |
|     | d. Organizational Advancement (Annual Report) |                  | Ken, Sheen    |
|     | e. EVPS                                       |                  | Jean          |
|     | f. Advocacy                                   |                  | Mary          |
|     | g. Development (Annual Report)                |                  | Tom           |
|     | h. PCRG                                       |                  | Darla, Gordon |
|     | i. POTM                                       |                  | Joe           |
| 11. | Executive Director's Report                   | 8:15-8:20 PM     | Gordon        |
| 12. | Announcements                                 | 8:20-8:30 PM     | All           |
| 13. | Adjournment                                   | 8:30 PM          | Perry         |



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**Board of Directors Meeting  
Thursday, January 13, 2022**

\* *Board Action Required*

- Next Meeting: February 3, 2022

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Mary Causey (Treasurer), (Secretary), Ken Gianella, Christina Grossman, John Norbut, Jean Novak, Joe Rewis, Tom Tighe, Bob Zilch

Executive Director: Gordon A. Davidson

Hilltop Alliance (HA) Representative: Mary Causey

Pittsburgh Community Reinvestment Group (PCRG) Representative: Gordon, Darla D'Anna

Pittsburgh Parks Conservancy (PPC) Representative: Jean

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



## Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWDC) was held in the MWDC Conference Room at 608 Virginia AVE, Pittsburgh, PA 15211 on January 13, 2022 (rescheduled from January 5, 2022).

**Attendees:** Mary Causey (Treasurer), Christina Grossman, Perry Ninness (President), Joe Rewis, Tom Tighe, Gordon Davidson

**Absent, Excused:** Ken Gianella, Jean Novak, Sheen Sehgal (Vice President), Bob Zilch

**Absent, Not Excused:** John Norbut

Secretary position is open.

- A. The meeting was called to order by Perry at 6:31 PM. A quorum was present.
- B. Approval of Minutes, December 2, 2021: Motion to approve by Tom, second by Mary, approved (Bob abstained).
- C. Approval of Minutes, November 4, 2021: Motion to approve by Mary, second by Tom, approved (Bob abstained).
- D. Approval of Minutes, October 7, 2021. Motion to approve by Tom, second by Mary, approved (Bob abstained).
- E. Approval of Minutes, September 2, 2021. Motion to approve by Tom, second by, approved (Bob abstained).
- F. Perry announced that Larry McCullough and Lori Stover had resigned from the Board, which opened the Vice President and Secretary positions.
- G. Officer Elections, Vice President. Motion by Tom to nominate Sheen for Vice President, second by Bob, approved. Sheen elected by the Board to be Vice President.
- H. Officer Elections, Secretary. Election of the Secretary was moved to the February 2022 meeting.
- I. Approval of 2023 Annual Budget. Open discussion. Motion to approve the 2023 Annual Budget by Christina, second by Bob, approved.
- J. Credit Card Policy Update Approval. Open discussion. Language for secondary review of credit card statements added. Motion by Tom to approve the amended Credit Card Policy, second by Bob, approved.
- K. Accounting Services Review. Discussion of possible accounting services cost savings options presented by YourCFO of Pittsburgh. Mary and Perry presented their opinions and answered

**Mount Washington Community Development Corporation**

608 Virginia Avenue, Pittsburgh, PA 15211 • (412) 481-3220 • info@mwcdc.org • www.mwcdc.org

*The Mount Washington Community Development Corporation is a 501(c)(3), nonprofit organization. MWDC does not provide goods or services as a whole or partial consideration for contributions made. Contributions are tax-deductible to the extent permitted by law. The official registration and financial information of the MWDC may be obtained from the Pennsylvania Department of State by calling 800.732.0999. Registration does not imply endorsement.*

*MWDC does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.*



## Board of Directors Meeting Minutes

questions from the Board. Gordon was directed to inform YourCFO of Pittsburgh that the three proposed cost-savings suggestions were approved.

- L. Committee Assignments. Bob was approved to sit on the Development and Nominating Committees. Bob accepted the Chairperson's seat for the Nominating Committee. Bob will join the Governance Committee if a seat opens.
- M. Mountie Mixer Updates. Possible locations updated. NOTM requests rescheduling to spring. Neighbor of the Year dinner may continue to be at the Mike awards in August.
- N. Strategic Plan Task Force announcement (three board member positions available). Perry, Mary and Christina volunteered and will be supported by Gordon.
- O. Committee Updates
  - 1. Finance (Mary) – No Report.
    - 1. Hilltop Alliance (Mary) – The City is requesting applications for their Community Health and Safety Academy. The Hilltop Alliance December Board Meeting was abbreviated, followed by a Christmas party, so much of what was done was voting on necessary items from the last meeting. The meeting and party were held in the new offices on Bausman Street.
    - 2. The sustainability committee will not meet again till April so no report is available
    - 3. Governance (Gordon) – Anticipating receiving missing 2021 committee reports. Employee Manual update restarted.
    - 4. Organizational Advancement (Tom) – Tom provided an update on the seltzer give-away.
    - 5. EVPS (Gordon/Mary) – Mary noted that the EVPS meeting that was set for earlier today may be rescheduled. Gordon provided an update regarding multiple EVPS-related projects.
    - 6. Advocacy (Mary) – Benches were removed from Fireman's Park. Theresa Kail-Smith is working with Healthcare services and police on remediation.
    - 7. Development (Tom) – The Business Advisory Council requested a meeting with Mayor Gainey. Tom is working with TKS for updates on Fireman's Park. Toom provided an update on the VFW Street Banner Project.
    - 8. PCRG (VPWG) – Gordon provided an update on 6 Boggs AVE proposed Land Bank sale.
- P. Executive Directors Report - See attached.
  - 1. The 2021 Audit is planned to begin in March.
  - 2. Gordon previewed a new ED Report format.
- Q. Announcements
  - 1. Tom mentioned strife between developers and the City Zoning Board.
- R. The Board Meeting was adjourned at 8:20 PM. Motion to adjourn by Tom, second by Mary, approved.

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## Board of Directors Meeting Minutes

Minutes Taken By:

Minutes Reviewed By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Perry R. Ninness

Mary P. Causey

(Name)

(Name)

President

Treasurer

(Title)

(Title)

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## Board of Directors Meeting Minutes

### Executive Director's Report

MWDC Board of Directors Meeting, January 13, 2022

#### 1) Status/Updates

- a) Paychex Retirement Services ex-employee retirement plan email/phone requests to roll-over existing plans. Will begin rolling ex-employees off 401k plan unilaterally in February, if participants have not rolled-over their funds voluntarily.
- b) **VISTA 2020-2021 candidate approved by CNCS/AmeriCorps approval – will officially begin on January 18.**
- c) **Bicycle racks in MW/DH installation project – “Opt-out” emails sent to storefront businesses.**
- d) Coordination with Incline Consulting Group re: website improvements on-going.
- e) **There will be a January 20 Community Forum, which will include a development proposal for 6 Boggs AVE and a presentation from the new Office of Community Health and Safety.**
- f) January Mountie Mixer to be coordinated with NOTM (S. Sehgal and K. Gianella are working on this).
- g) Still awaiting Love Your Block 2021 reimbursement. The same is true for two invoices for the 2019-2021 URA NIF project.
- h) NOTM Love Your Block 2020 reimbursement received (MWDC was the fiscal sponsor).
- i) **Intersection Redesign Project completed in December 2021. Final Report and Letter of Submittal sent to URA. Forwarding of report to DOMI awaiting input from URA.**
- j) **Shiloh Street and Grandview AVE triangles art and posters installation ongoing.**
- k) Budget 2022 draft REV003 completed.
- l) Awaiting Neighborhood Initiatives Fund contract for 2021 (\$30K, MWBE post-incubator center at 49 Southern AVE.
- m) Did not receive GSPIA Nonprofit Clinic award for community needs assessment.
- n) CMU School of Architecture did not approve a Challenging Site Affordable Housing Design Studio proposal for spring 2022.
- o) Visitors Centers Legal Issues analysis in progress w/S. Sehgal.
- p) **Nonprofit Center in MW discussion with interested parties set for January 14.**
- q) Additional wood chips received for Love Your Block 2020; wood chips to be spread out when there is no snow and a deep thaw; once more delivery, at minimum, required.
- r) **NPP 2020-2021 end-of-year report submitted to Department of Community and Economic Development (DCED) and UPMC.**
- s) **Received Neighborhood Economic Development (City of Pittsburgh) contract for 2021-2022.**
- t) Hilltop Alliance LIHTC property purchases and sales – LIHTC project was approved by the Commonwealth (Pennsylvania Housing Finance Agency).
- u) **Received \$168K award from RKMf for EVP trail maintenance and invasive plan management planning.**

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## Board of Directors Meeting Minutes

- v) Forwarded VFW Street Banners Project to T. Tighe.
- w) Supported K. Gianella and Holiday Seltzer Giveaway 2021.
- x) Completed two administrative projects with Paychex and Michelle Fries.
- y) ***Donation of left-over water from POTM 2021 to Mount Washington Recreational Center w/assistance from Leigh Ann Wilson.***
- z) Completed Travelers Insurance Workers Compensation end-of-year Premium Audit.
- aa) ***Engaged McGee Maruca & Associates, P.C. for 2021 audit.***
- bb) Distributed EVP brochures to Duquesne Incline, Carnegie Library and Park Ranger. Hilltop Alliance and VisitPittsburgh distribution planned for late January.
- cc) Completed Finance Committee Report for 2021. Edited EVPS, Executive Committee, Advocacy and Governance Committee reports.
- dd) One foundation on MWDC's 2021-2022 "Foundation List" willing to review proposal on affordable housing (but not on community development).
- ee) Equifax lien error from 2006 corrected. Correction of organization name and address in progress w/assistance from Key Bank.

### 2) ***Main Projects:***

- a) Foundation and state proposals.
- b) Properties management.
- c) MWBE business incubator project.
- d) Sidewalk Sales Program (on-hold until spring).
- e) Love Your Block 2020 project wrap-up (completed).
- f) Intersection Redesign Demonstration Project (completed).
- g) 2022 budget (completed).
- h) 2021 Finance Committee Report (completed).
- i) Edit all Committee reports for 2021.
- j) End-of-year NPP 2020-2021 Final report (completed).

### 3) ***Income and Proposals:***

- a)

### 4) ***New Projects/Initiatives***

- a) ***MWDC Facebook page postings re: projects and processes.***
- b) ***2021 audit, SOFE, BCO-10, ISP & 990***

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## Board of Directors Meeting Minutes Thursday, December 2, 2021

Attendees: Perry Ninness (President), Lawrence McCullough (Vice President), Mary Causey (Treasurer), Lori Stover (Secretary), Ken Gianella, Christina Grossman, Jean Novak, Joe Rewis, Sheen Sehgal, Tom Tighe, Gordon Davidson

Absent, Excused: Anna Zaydenberg, Bob Zilch

Absent, Not Excused: John Norbut

- A. Call to Order, Perry: The meeting was called to order at 6:35pm. A quorum was present.
- B. Approval of Minutes, November 4, 2021: Postponed. The Minutes from the November Board Meeting were not available for review prior to this meeting.
- C. Discussion of various budget policies.
  1. Motion by Ken to increase the discretionary fund threshold for committees in the Annual Budget from \$750 to \$1000, second by Sheen, approved.
  2. Review of the Project Budget Requirements was completed. Motion by Tom to approve the Project budget Requirements (Policy), second by Ken, approved.
- D. Gordon presented the draft Annual Budget for 2022
  1. Motion by Ken to add \$2000 to the budget for painting the MW CDC office and refresh of the MW CDC conference room, second by Sheen, approved.
  2. A proposal was submitted to add to the budget a Buy Local project consisting of mailing "Buy Local" stickers to all local businesses. Total cost for the project is estimated at \$1045 plus a \$230 mailing fee. Motion to add the proposed Buy Local project to the budget by Ken, second by Tom, approved.
  3. Motion by Ken that OAC receive \$1000 in the budget, second by Sheen, approved.
  4. Motion by Tom that the Development Committee be allotted \$1000 in discretionary funds in the budget, second by Christina, approved.
- E. Auditor Authorization: Discussion about performance of the Auditor for 2020 and 2021. Motion to approve last year's auditor to perform the 2021 audit by Jean, second by Tom, approved.
- F. Executive Director's Report. See attached. Gordon also encouraged Board members to submit their draft annual committee reports for 2021.
- G. A formal Board Retreat will be held in the spring of 2022 with the proposed date of April 9, 2022.
- H. Announcements (All): Emails regarding various volunteer activities was sent out to MW CDC members.

The Board Meeting was adjourned at 8:30 PM.

- Next Board Meeting: January 6, 2022





MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, December 2, 2021

Respectfully Submitted:

By: Lori Stover (submitted electronically)  
(Signature)

Name: Lori Stover Title: Secretary, MWCDC Board of Directors  
(Name)

Date: December 29, 2021



## Executive Director's Report

MWCDC Board of Directors Meeting, December 2, 2021

### 1) *Status/Updates*

- a) Paychex Retirement Services ex-employee retirement plan email/phone requests to roll-over existing plans. Will roll ex-employees off 401k plan unilaterally if mailing addresses can be found.
- b) ***Real estate tax assessment appeal on 803 Excelsior ST approved.***
- c) Summer 2021-2022 Sidewalk Sales Program, second band tentatively engaged for May/June 2022.
- d) VISTA 2020-2021 candidate selection completed and awaiting CNCS/AmeriCorps approval.
- e) Bicycle racks in MW/DH installation project – emails sent to all storefront businesses (two responded). “Opt-out” email to be sent.
- f) University of Pittsburgh Incline Consulting Group project successfully completed. Consultant to provide additional website assistance in late December.
- g) ***There is no Community Forum planned for December. January Mountie Mixer to be coordinated with NOTM (S. Sehgal is working on this).***
- h) Awaiting Love Your Block 2021 reimbursement.
- i) Love Your Block 2020 reimbursement received.
- j) ***Intersection Redesign Project to be completed in December 2021.***
- k) ***Updated Shiloh Street and Grandview AVE triangles art and posters installation scheduled for late December.***
- l) Budget 2022 draft REV002 completed.
- m) Awaiting Neighborhood Initiatives Fund contract for 2021 (\$30K, MWBE post-incubator center at 49 Southern AVE.
- n) Awaiting GSPIA Nonprofit Clinic award decision re: community needs assessment (precursor to 2023-2028 Strategic Plan).
- o) Awaiting decision re: Challenging Site Affordable Housing Design Studio proposal submitted to CMU School of Architecture.
- p) Duquesne Light Community Impact Grant (West Grandview Avenue Banners Project) award not received.
- q) Awaiting Board decision re: Annual Budget Policies.
- r) Visitors Centers Facility Design analysis completed w/H. Todd.
- s) ***Draft white paper re: Nonprofit Center in MW prepared and to be forwarded to NOTM & Washington Heights Ecumenical Food Bank.***
- t) Wood chips at Secane AVE for LYB 2020 received & spread on lot. Additional wood chips requested.



- u) Shiloh ST Parking Plaza Parklet remediation postponed/canceled due to scheduling error.
- v) **NPP 2021-2022 award received.**
- w) **Neighborhood Economic Development (City of Pittsburgh) award of reprogrammed funds award received.**
- x) Hilltop Alliance LIHTC property purchases and sales.

**2) Main Projects:**

- a) Foundation and state proposals.
- b) Properties management.
- c) MWBE business incubator project.
- d) Sidewalk Sales Program.
- e) Love Your Block 2020 project wrap-up.
- f) Intersection Redesign Demonstration Project.
- g) 2022 budget.
- h) 2021 Finance Committee Report.
- i) End-of-year NPP 2020-2021 Final report.

**3) Income and Proposals:**

- a) Craig's List project at 49 Southern AVE – on hold due to busy non-work-related weekends.
- b) Foundation proposals.
- c) Key Bank repurposing proposal to begin.

**4) New Projects/Initiatives**

- a) Nonprofit Center in MW/DH.
- b) **MWCDC Facebook page postings re: projects and processes.**

**5) On-going projects:**

- a) NIF intersection project – final report cover letter and Letter of Submittal.
- b) MWCDC website improvements – editing Pages and Posts.
- c) MWCDC Fair Housing Programs guidelines, applications and related documentation.
- d) Businesses identification/database.
- e) Commercial space identification/database.
- f) Housing Summit planning.
- g) Mount Washington and CDBG eligible Census Tracts demographics project.
- h) Grandview Welcome signs and updated Shiloh Street signage – redesign costs approximately \$1450.
- i) MWCDC policies updates w/Governance Committee – Employee Manual second review on-going.
- j) MWCDC office technology assessment.



- k) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program documentation.
- l) Community Forum planning and management.
- m) MWDC-owned property remediation, stabilization and management.
- n) Visitors' Centers pre-planning.
- o) Problem Properties Program framework to be finalized.
- p) South Hills Junction Transit Oriented Development coordination w/HA and PAAC.
- q) Committee Reports 2021 management.
- r) Grandview Avenue project – cross-correlation of past plans.
- s) Pennsylvania grant opportunities review.
- t) Live Local project.

## Assets and Awards 2018 - 2021

### 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 MWDC Side Yard Sale Program property
- 6. 90 Beltzhoover AVE (vacant) – Possible MWDC 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 MWDC Side Yard Sale Program property
- 10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP.

### AWARDS AND DONATIONS (2019-2021):

- 1. 2015-2019 PWSA (\$1K received 01-13-2020)
- 2. 2018-2019 ACCBO (\$45K) (final payment received December 2019)
- 3. 2018-2019 CDBG (\$2.5K) (final payment received December 2019)
- 4. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
- 5. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
- 6. 2019-2020 ACCBO (\$47.5K) (to be invoiced)
- 7. 2020 Neighborhood Initiatives Fund (\$20K, \$20K pass-through to consultant)
- 8. ~~2020 URA BizBuzz (\$5K) (taken back by URA, September 2020)~~
- 9. 2020 Love Your Block (\$1500, postponed until 2021)



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## Board of Directors Meeting Minutes Thursday, December 2, 2021

10. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
11. 2020 Fischer Foundation (\$11K, \$10K pass-through to consultant) (payment received April 2020)
12. URA MW/DH Sidewalk Sales Grant Program (\$1500, \$1500 pass-through to businesses) (payment received August 2020)
13. ~~URA West End Sidewalk Sales Grant Program (\$1500, \$1500 pass-through to businesses) (taken back by URA, October 2020)~~
14. Paycheck Protection Program forgivable loan (\$12,500) (loan granted June 2020)
15. Dell Precision Tower 3620 mini-server (x 2) donation from The Education Partnership. (August 2020)
16. \$200 in donations from DC Reunited Group. (May/June 2020)
17. \$100 donation from P. K. Davidson. (February 2020)
18. \$40 donation from M. D. Stopyra. (December 2019)
19. Office supplies donated by A. Smeltz. (August 2020)
20. Office equipment, furniture and electronics donated by AGH (March 2019)
21. Office electronics donated by AGH (September 2019)
22. Property stabilization services donated by TRISDA Group (June 2019)
23. Dump site debris removal (dump truck service) donated by Jay Reeves (July 2020)
24. Office shelving donated by Corey Diethorn (April 2019)
25. Office equipment donated by AGH (February 2019)
26. 2020-2021 Neighborhood Economic Development (\$20K).
27. 2020 Bizbuzz Fall/Winter 2020 Sidewalk Chalk Art and Small Business Promotion (\$3000)
28. 2020-2021 COSA award, Micro-neighborhood Built Environment Surveys, September 3, 2020 (TBD)
29. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, Infill Housing Program Development, September 25, 2020
30. \$3000 from Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage.
31. \$10,000 from Richard L. and Virginia M. Fischer Foundation, unrestricted.
32. \$1500 Winter 2020 Sidewalk Sales Program Award received from URA.
33. Paycheck Protection Program forgivable loan 2020-2021 (\$23,662.17).
34. Drafting chairs x 2 donated by Highmark (J. Norbut).
35. Numerous Grandview Banners and Signage and end of year donations (See separate accounting).
36. \$500 grant from "Anonymous" through the Pittsburgh Foundation.
37. Spring 2021 GSPIA Nonprofit clinic award.
38. Spring 2021 SWCOSA award.
39. \$3000 Summer 2021 SSP award, URA



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## Board of Directors Meeting Minutes Thursday, December 2, 2021

40. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, Jun3 2021
41. Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
42. Love Your Block 2021 (\$1500).
43. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
- 44. 2021-2022 NPP (\$100K, \$25K pass-through to PPC).**
- 45. 2021-2022 NED reprogrammed funds (\$22,609.82)**



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## Board of Directors Meeting Minutes Thursday, November 4, 2021

Attendees: Perry Ninness (President), Lawrence McCullough (Vice President), Mary Causey (Treasurer), Lori Stover (Secretary), Ken Gianella, Sheen Sehgal, Tom Tighe, Anna Zaydenberg, Bob Zilch, Gordon Davidson,

Absent, Excused: Jean Novak, Joe Rewis, Christina Grossman

Absent, Not Excused: John Norbut

- A. The meeting was called to order by Perry at 6:39 PM. A quorum was present.
- B. Approval of Minutes, October 7, 2021: Postponed. The Minutes from the October Board Meeting were not available for review prior to this meeting.
- C. Nominations for Board officer:
  1. Motion to nominate Perry as President by Tom, second by Larry, approved.
  2. Motion to nominate Larry as Vice-President by Ken, second by Tom, approved.
  3. Motion to nominate Lori as Secretary by Tom, second by Mary, approved.
  4. Motion to nominate Mary as Treasurer by Tom, second by Sheen, approved.
- D. All officers were elected unanimously.
- E. Gordon reviewed various corporate resolutions with the Board.
  1. Real Estate and Legal Representation: Gordon Davidson can act on behalf of the Board in real estate transactions. Motion to approve Gordon as MWCDC's Real Estate and Legal Representative by Tom, second by Sheen Sehgal, approved.
  2. Revocation of Authority: Only current officers and staff including the President, Vice President and Treasurer or Executive Director of MWCDC may have signature authority over bank accounts. Motion to remove Vincent Naccarelli and Joseph Rewis as officers or staff of the MWCDC by Tom, second by Mary, approved.
  3. Financial and Banking Authority: Only current officers and staff of MWCDC consisting of the President, Vice President, Treasurer and Executive Director are authorized to bank and conduct financial transactions on behalf of MWCDC. Motion to approve - Tom, second Mary, motion approved.
- F. Gordon stated he updated the Board of Directors information including new board members recently added to the board, Bob Zilch and Christina Grossman.
- G. Gordon presented the proposed Annual Budget for 2022. Budget discussion will be tabled until December's meeting as not all members have had an opportunity to review the information.
- H. Mountie Mixer: Sheen is the representative of the Board for Neighbors on the Mount and will get updates on this event.
- I. The Community Forum for November 18 will focus on the redesign of the Wyoming Street intersection.
- J. Committee reports for the year need to be written and align with the strategic plan.



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COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, November 4, 2021

- K. Gordon and Larry are working on requests for support for the upcoming strategic plan with Duquesne University and the University of Pittsburgh, although the institutions will only support portions of the plan's development.
- L. Executive Director's Report: See attached. Gordon also encouraged Board members to suggest topics for upcoming Community Forums.
- M. Announcements: Gordon sent emails regarding various volunteer activities to the MWCDC members.

The Board Meeting was adjourned at 7:32 PM.

- Next Meeting: December 2, 2021

Respectfully Submitted:

By: Lori Stover (submitted electronically)  
(Signature)

Name: Lori Stover Title: Secretary, MWCDC Board of Directors  
(Name)

Date: November 30, 2021





MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, November 4, 2021

### Executive Director's Report

MWCDC Board of Directors Meeting, November 4, 2021

#### 1) *Status/Updates*

- a) Summer 2021 Sidewalk Sales Program started on 10-17-2021.
- b) BCO-10 submitted & approved.
- c) Love Your Block 2021 invoiced.
- d) Love Your Block 2020 completed and invoiced.
- e) Intersection Redesign Demonstration Project completed (except for barriers removal).
- f) Won Neighborhood Initiatives Fund award for 2021 (\$30K, MWBE post-incubator center at 49 Southern AVE.
- g) POTM 2021 event insurance payment.
- h) Submitted community needs assessment (precursor to 2023-2028 Strategic Plan) to GSPIA Nonprofit Clinic.
- i) Challenging Site Affordable Housing Design Studio proposal submitted to CMU School of Architecture.
- j) Duquesne Light Community Impact Grant (West Grandview Avenue Banners Project) submitted.
- k) Annual Budget Policies submitted to Governance Committee.
- l) Visitors Centers Assistant Project Coordinator appointed (Leigh Ann Wilson).

### Assets and Awards

#### AWARDS AND DONATIONS (2019-2021):

1. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, October 7, 2021

Attendees: Perry Ninness (President), Lawrence McCullough (Vice President), Lori Stover (Secretary), Ken Gianella, Terry Moss, Jean Novak, Joe Rewis, Sheen Sehgal, Tom Tighe, Gordon Davidson

Absent, Excused: Mary Causey (Treasurer), Anna Zaydenberg

Absent, Not Excused: John Norbut

1. The meeting was called to order by Perry at 6:39 PM. A quorum was present.
2. Approval of Minutes, September 2, 2021: Postponed. Perry stated that Minutes from the September Board Meeting will be approved by e-mail next week due to the Minutes not being out in time for review prior to the meeting.
3. Terry proposed to change the MWDC Bylaws. This proposal was presented to the Board prior to this Board Meeting as required by the current Bylaws. Terry proposed a change in Article VII, Board of Directors, Section 4:

Current language: "Elections: Directors shall be elected at an Elections Meeting held in October each calendar year, by a vote of the membership of the MWDC."

Proposed language: "Elections: In general, Directors shall be elected at an Elections Meeting held in October each calendar year, by a vote of the membership of the MWDC. For each election, in the event that the number of candidates is equal to or less than the number of open seats on the Board, no election and no Elections Meeting shall be held and each of the candidates shall be considered elected on the day that the election normally would have been held."

Motion by Terry to change the MWDC Bylaws as proposed, second by Joe, approved.

4. Joe told the Board that the wrap-up meeting for Party on the Mount 2021 has not been held. Joe will present a full review of this fundraising activity at November's Board Meeting.
5. Perry informed the Board that the new strategic plan will need to be completed. There may be some assistance from the University of Pittsburgh but only for specific portions of the plan.
6. Perry requested that the Board select a few projects to focus on in 2022. While the Board members were encouraged to think about this request, a few ideas that were proposed during the meeting included the following:
  - a. Beautification project of the observation platform at Grandview and Maple Terrace. Joe commented that the flagpole area should be revamped as it often has water pooling in the area after it rains.
  - b. Addition of benches along Grandview Avenue
7. Committee Updates. Committee updates were deferred, with the exception of the Nominating Committee update. Terry informed the Board that Joe would be starting his third term and that Perry would be starting his second term with MWDC. Terry will be moving off the Board and this



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, October 7, 2021

will be her last meeting. Two new Board members, Bob Zilch and Christina Grossman, will be joining the Board in November.

8. Executive Director's Report. See attached. Tom offered to manage the Veteran's Street Banners Project, which was being managed by Gordon, and Tom will continue to explore the feasibility of moving forward on this project.
9. Announcements: emails regarding various volunteer activities were sent out to MWDCD members.

The Board Meeting was adjourned at 7:55 PM.

- Next Board Meeting: November 4, 2021

Respectfully Submitted:

By: Lori Stover (submitted electronically)  
(Signature)

Name: Lori Stover  
(Name)

Title: Secretary, MWDCD Board of Directors

Date: November 2, 2021



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, October 7, 2021

### **Executive Director's Report**

MWCDC Board of Directors Meeting, October 7, 2021

#### **1) *Status/Updates***

- a) Summer 2021 Sidewalk Sales Program may begin on 10-17-2021.
- b) Audit completed. 990 submitted. BCO-10 and ISP to be mailed.
- c) Community Land Trust discussion for SHJ TOD project. Decision to be made in early 2022.
- d) Love Your Block 2021 completed and to be invoiced.
- e) Love Your Block 2020 requires more work (after October 2 work date), but will be completed by end of October, as required by City.

### **Assets and Awards**

#### **AWARDS AND DONATIONS (2019-2021):**

- 1.



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, September 2, 2021

Attendees: Perry Ninness (President), Lawrence McCullough (Vice President), Lori Stover (Secretary), Ken Gianella, Terry Moss, Jean Novak, Joe Rewis, Anna Zaydenberg, Gordon Davidson

Absent, Excused: Tom Tighe, Sheen Sehgal

Absent, Not Excused: Mary Causey (Treasurer), John Norbut

- A. The meeting was called to order by Perry at 6:39 PM. A quorum was present.
- B. 2020 Audit Presentation: Lisa Maruca DiPardo from McGee Maruca & Associates, P.C. reviewed the 2020 MWDC audit with the board members. Motion to accept the audit by Ken, second by Joe, unanimously accepted.
- C. Approval of Minutes August 5, 2021: Motion to approve by Terry, seconded, approved.
- D. Terry Moss updated the board about new potential board members and those current board members up for renewal of their three year term. Current board members up for renewal of their commitment are Perry and Joe. Both Perry and Joe confirmed their interest in staying on for another term. Two additional community members are interested in joining and will be interviewed by the Nominating Committee next week.
- E. Discussion was held in regards to non-participating board members. Lack of activity of board members should be evaluated on a case by case basis. A discussion with board members that do not regularly attend board meetings or contribute to committee or volunteer activities will be held with the involved parties and Board leadership.
- F. Ken presented a building street number sign to the Board for the entrance of the MWDC office. Ken stated that the sign will be hung and the front door should be painted to. The sign was donated by the Mike Creighton Foundation.
- G. Committee Updates - Deferred due to special budget review.
- H. Perry Ninness reviewed the current breakdown of funding for MWDC. The anticipated funding of \$20,000 from the Neighborhood Economic Development Fund Grant was not awarded to the MWDC. Perry stressed to the Board members that we must establish a strategic plan for the future which includes increased fundraising and a better alignment with foundation funding sources. Joe also reinforced the need to create additional fundraising activities that could be held in addition to Party on the Mount. It was also stressed that participation by all Board members is critical.
- I. Executive Director's Report - See attached.
- J. Announcements Gordon spoke about volunteer recruitment for the Love Your Block project, the Curb Appeal Program and POTM (to be held on September 25, 2021)

The Board Meeting was adjourned at 8:15 PM.



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, September 2, 2021

- Next Board Meeting: October 7, 2021

Respectfully Submitted:

By: Lori Stover (submitted electronically)  
(Signature)

Name: Lori Stover  
(Name)

Title: Secretary, MWDC Board of Directors

Date: October 5, 2021



MOUNT WASHINGTON  
COMMUNITY DEVELOPMENT CORPORATION

## Board of Directors Meeting Minutes Thursday, September 2, 2021

### Executive Director's Report

MWCDC Board of Directors Meeting, September 2, 2021

#### 1) *Status/Updates*

- a) Will consider rolling ex-employees off 401k plan unilaterally.
- b) Summer 2021 Sidewalk Sales Program delayed due to lack of response from artists.
- c) Habitat and view restoration project follow-on project proposal to be submitted – awaiting PPC input.
- d) EVP brochure design with T. Moss, K. Hunninen, UPMC, PAAC, and COP printed.
- e) VISTA 2020-2021 candidate selected and awaiting approval from PCRG.
- f) University of Pittsburgh COSA Volunteers Programs Manager project begun.
- g) Incline Consulting Group fundraising and website improvement project to begin next week.
- h) August Community Forum and Special Community Forum cancelled due to lack of interest on behalf of City departments.
- i) HA invoice 2019-2020 completed, submitted and paid.
- j) Audit to be completed after Board review.

### Assets and Awards

#### AWARDS AND DONATIONS (2019-2021):

- 1.