

Charlotte Community Association

Board of Directors Meeting Minutes July 29, 2015, 6:30 pm Port Terminal Building

OUR MISSION

To build a stronger community and to enhance the lives of our residents by providing a forum for sharing information, connecting neighbors and stakeholders, and fostering civic engagement while preserving and promoting the heritage of the Village of Charlotte.

Call to Order / Attendance / Housekeeping

Meeting called to order by President Clare Stortini at 6:48 pm. **In Attendance:** Clare Stortini, president; Susan Miller, treasurer; Sue Roethel, secretary; Patti O'Brien, director; Pat O'Neill, director; Pam Postgate, director; **Excused:** Brian Labigan, director. With six board members present, there was a quorum to conduct business.

We are following the agenda from the 7/13 BOD Meeting, which was cancelled because we didn't have a quorum.

We will meet briefly on 8/3 before the General Meeting, but we need to meet twice more in August to address a number of urgent items, including the upcoming elections, By-laws revisions and events. We will meet on 8/17 and then again on 8/25.

Approval of Minutes

Minutes from the BOD Meetings on 6/30 were reviewed for approval. A few changes were recommended.

Motions:

- Sue M. moved to approve BOD minutes of 6/30 with changes as discussed; Patti seconded; motion approved 6-0.

Action Items:

- Sue R. will revise the approved minutes to reflect changes discussed and send to Fred to post on web.

Treasurer's Report

Deferred to 8/3.

President's Report

- Upcoming Events—Sue M. was asked to coordinate the CCA Picnic while Patti recovers from surgery. She will bring a flyer to the CCA meeting on 8/3. Sue M. is also coordinating the National Night Out event with RPD and OBPPC.
- Lakeside Presbyterian Church—Molly Clifford invited Clare to attend a meeting on 8/11 at 7 pm at the Lakeside Presbyterian Church to discuss a committee's plan for the building
- Welcome sign on Denise Rd.—Brian has fixed it.
- Rochester Marathon—Clare will chair the Ad Hoc committee to recruit volunteers and organize a water station in Charlotte for the event on 9/20. She'll work with Marianne Warfle (POCMA) and Kathy Strauss.
- Tennis court near Spanish Gardens—Jim Farr, City of Roc, wants to know what the CCA prefers the City do with the space. It can become green space, but can we dedicate it to a community garden? Same with old mini-golf course area on Lake Ave.
- NYS Parole—Invitation to send community participants to Groveland Correctional Facility to work in partnership with Arun Gandhi to talk with inmates in a panel discussion. August 21 is the tentative date. We will ask for volunteers at next General Meeting on 8/3. All we have is an email with information but no formal write-up to hand out.
- Bill Brown's request to the board—Email discussion thread was previously shared with the board in which Bill asked us to request specific information from Greg Weykamp. We agreed to ask Greg for the information.
- Steve Golding—He is leaving his employment with the City of Rochester to work at Empire State Development.
- Mayor Warren's letter was received today in response to our letter dated 7/1. Clare read the response, which will also be shared at the 8/3 General Meeting and posted on our website. We had hoped the mayor would take the opportunity with our letter to engage us in a current community discussion about the port, but her response did not indicate she would pursue that. The mayor believes the City has done its due diligence and will continue with the current development plans. At this point, we believe we have also done our due diligence to make the City aware of our community's concerns and that sending further communication to the City on this topic would be futile.
- Lighthouse Trail—Ann Salter's comments at the 7/13 General Meeting raised concerns about the City's plans to break ground on 8/21 despite the lack of support for the project from the Charlotte-Genesee Lighthouse Society and its agencies.
- Landmark Society—Clare met with Wayne Goodman, Caitlyn Mievis and Virginia Kobylarz about opportunities in Charlotte. They all agreed to do a panel discussion in the fall to increase our credibility& awareness of the Charlotte neighborhood.
- The remaining New Business agenda items from 7/13 are deferred so that we can focus on the status of each committee's plan of work.

Action Items:

- Clare will ask Jim Farr what options we have to utilize the old tennis court area near Spanish Gardens.
- Patrick will investigate the Lighthouse Trail issues with Ann Salter and report back to the board.
- Clare will invite the Landmark Society to present a panel discussion at the September CCA General Meeting.

Committees: Audit of Current Work Plans

Beautification: The committee needs board guidance but there has been no Board Liaison assigned yet due to the many changes on the board. Linda reported on the committee status in an email to Clare on 7/12. A group of volunteers helped out an elderly couple by cleaning their gardens at 34 Hannas Terrace. Thanks to Pam Postgate, Pat O'Neill, Linda and Doug Paruta, Trevor Purdy, Donna Bour-Purdy, Pat McKeown, Ellen Merzke, Cheryl Enders, and Bill Bohrer for their dedication and hard work. Thanks also to Pat O'Neill for working with the City in a mini-clean sweep of the alley behind the Head Shop and Hose 22.

Is this a realistic work plan for this committee? It seems like a daunting task to ask volunteers to keep up the gardens throughout the entire neighborhood without adequate funding or equipment. Shouldn't we ask the County to help us out next year with funds and manpower?

Pam agreed to serve temporarily as interim Board Liaison.

Action Items:

- Linda and Pam need to furnish the board with: 1) a complete list of volunteers to be thanked; 2) specific action items; 3) funding needed for wreaths; 4) commitment from the City to hang the wreaths on the light poles during holidays.
- Pat will draft a letter to Tony Micciche asking about Monroe County funds needed for next year.

Communications: Thanks to Donna for all that she does with the newsletter, emails, website and Facebook. The web redesign team is ready to unveil the new site to the board at the 8/25 BOD meeting.

Membership & Outreach: Committee member Matt Juda has ordered the postcards and will start assembling a welcome packet. The board should see a prototype of what the welcome packet will include.

We should make a request to have people sign in at General Meetings.

Savage & Son has signed on as an advertiser, and Classics Hair Salon may sign up. Donna needs to have advertiser information and ad files to include in the newsletter. The M & O Committee should be auditing each newsletter edition to be sure the ads match the ones that are paid and inform Donna anything needs adjusting for the next issue. Donna also needs to be kept up-to-date with membership numbers, as they may affect the print run if they fluctuate.

The By-laws revision proposal includes two levels of members: General Membership (no voting rights) and Voting Membership. The rates could be the same for each, but we need to ask members to register as Voting Members if they want to vote. Some members don't want to attend meetings or vote; they just want the communications. The Committee's work plan includes gathering benchmark data on various membership levels offered by other neighborhood groups and recommend to the board on appropriate rates for 2016.

Action Items:

- Pam will bring a welcome packet sample to a board meeting for approval.
- Pam will ask for volunteers to pass around a clipboard with a sign-in sheet for signatures.
- Pam and Sue M. will review and update the master membership and advertiser list.

Nominating: Clare emailed Brian three questions to ask candidates to help them formulate their bios:

1. What about the Charlotte Community Association's (CCA), Inc. Mission & Vision and work in the community really motivates you?
2. What specific assets do you bring to the table as a candidate for the CCA board?
3. What do you want to accomplish as a board member during your two-year term?

The first call for nominations went out in the August newsletter and will be repeated in the September issue. The deadline for nominations is at the General Meeting on 9/14.

Action Items:

- Brian needs to send Donna an article for the September newsletter.

Not-for-Profit Status: A draft of the revised By-laws has been sent to the attorney for review. The Committee expects to receive feedback and recommendations within a few weeks. Next steps are to present the draft to the board for feedback/recommendations and approval, then to the members. Other related tasks are to write job descriptions and a Conflict of Interest policy. COI is already in the plan of work, but the other task needs to be added.

Action Items:

- Sue R. will add this task to the committee's plan of work: Write job descriptions.

Planning & Zoning: Pat feels Ken Warner would be interested in serving on the Charrette Steering Committee and work closely with CDCR. Suzanne Phillips is working on the Port Development Project. She asked Pat to be on the mailing list to receive communications and share information he receives. Tom Brewer is monitoring the Lake Avenue Project, Alpha Street Project, and Turning Point Park Project. Clare is monitoring the Planning Commission and the Hinchey Street Project.

Molly Clifford attended the P&Z's last meeting and explained the City's zoning code process. As a member of the Stutson Street Block Club, Pat receives post cards from the Zoning Board of Appeals.

Kim Hare is Maplewood's Zoning chair and is an excellent resource. John McMahon has a tracking tool to monitor issues resolution. The Northwest Service Center (NSC) is a resource for code compliance issues.

Action Items:

- Pat will share information he receives from the City.

Programming & Fundraising: Deferred to 8/17.

Safety & Security: Deferred to 8/17.

Scholarship: Deferred to 8/17.

Upcoming Events and Meetings

August 3 BOD and General Meeting, 6 and 7 pm respectively, Robach Community Center

August 4 National Night Out Against Crime (RPD/Maplewood/CCA event), 6 pm, 1099 Jay Street
August 12 CCA Members' Picnic/Scholarship Awards, 5:30 pm, Harborview Pavilion, Ontario Beach
Park

Adjournment

Sue M. moved to adjourn the meeting at 9:30pm. Sue R. seconded; motion approved 6-0.

Minutes submitted by Sue Roethel, CCA secretary.