



Charlotte Community Association

"A Community That Cares"

Board of Directors Meeting

Monday, November 20, 2017, 6:30 PM / Port Terminal Building, 2nd floor conference room

HOUSEKEEPING

Call to Order, Attendance, Confirm Quorum

- Meeting called to order by President Johnathan Hardin at 6:32 pm. ***In Attendance:*** Jonathan Hardin, President; Jose Peo, Vice President; Sue Roethel, Secretary; Patti O'Brien, Treasurer; Donna Bour-Purdy, Communications Officer; Directors: Mary Chambers and Tommy Borrelli. There was a quorum of the board to conduct business;
- Matt Juda attended as a guest; he wishes to join the board to fill one of the two vacant Director seats.

President's Report:

- MNBN meeting in Charlotte on 11/9: Creating bylaws; voted to include neighborhood associations and block clubs but NOT business associations. Dorian Hall will present at December 4th CCA meeting.
- Certificate of Incorporation: The revised member-approved version is with the attorney, Julia Garver, for filing with NYS. An invoice will be sent after November 30th for the filing fee only.
- Dog park meeting on 11/16: Cobb's Hill Park is the site for the first City-sponsored dog park. A second location will be established in the NW Quad, probably in Maplewood Park. Dogs must be registered/licensed to be allowed in the park.
- Zagster Bike Sharing Program: City is expanding this program in 2018 and are looking for new locations. Stations are sponsored by neighborhood groups and businesses; cost is \$9,000/year to operate one. There is interest in Charlotte for this service, but CCA can't fund it. We can show support for the idea though. Matt suggested that we request two locations in our neighborhood—one at the Port and one at the south end, maybe at Lake Ave. and Britton Rd.

Decision: Jonathan moved to write a letter to the Mayor in support of the idea but not offer to fund a station, and we'll ask her to consider having two locations in Charlotte. Donna seconded; motion was approved, 7-0.

Action Item: Jonathan and Donna will draft the letter to the Mayor about the Zagster Bike Sharing Program.

Vice President's Report

- Ron wants groups to use Instagram for advertising events;
- 2nd Annual Best of Charlotte fundraising event on 12/3—\$10 tickets for sale on our website;
- Annual Tree Lighting Ceremony on 12/1—event is free and open to the public;
- CCA Holiday Social on 12/18—new event we're trying this year; no tickets, cash bar, appetizers;
- Annual Downtown Liberty Pole Lighting on 12/2—Lighting at 5pm, parade and free ice skating.

Secretary's Report: BOD Minutes from 10/16 presented for approval.

Decision: Jose moved to approve BOD Minutes from 10/16 without changes. Patti seconded; motion was approved, 7-0.

Action Item: Sue will request posting of minutes on website.

CHARLOTTE COMMUNITY ASSOCIATION 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.

Treasurer's Report:

- Dues for 2018 coming in very slowly; need to remind members to renew;
- November and December newsletters both had renewal information with the new fees;
- Because of bulk mail minimum requirements for cheapest rate, it's more cost-effective to send a letter to all members, not just those who've not yet renewed; we'll include a thank you in it for those who've already renewed.

Decision: Jonathan moved to mail a combo reminder/thank you letter out to all members. Donna seconded; motion was approved, 7-0.

Action Item: Donna and Mary will prepare the bulk mailing as soon as possible.

Chief Communications Officer's Report:

- See above for membership renewal/thank you letters that need to be done.

NEW BUSINESS

1. **BOD Vacancies:** Two Director seats are vacant and up for election in 2018. Candidates may be appointed by the board on an interim basis at any time before the election to complete the open term. Matt Juda wishes to be appointed to fill one of the vacancies. He wants to connect with the businesses and work on fundraising as well. We discussed the commitments to committee work and the need for board stability. Matt brings experience with community outreach and fundraising to the board.

Decision: Sue moved to appoint Matt to a one-year interim position to complete the term of Director until the elections in 2018. Jose seconded; motion was approved, 7-0.

Action Item: Sue will update the BOD Roster for 2018.

2. **Committee Plans of Work for 2018:** We'll review these again in January and appoint BOD Liaisons.
3. **Lakeside Winter Celebration:** Mary is going to the OBPPC meeting on 11/21 to discuss plans for this year.

OLD BUSINESS

1. **Budget 2018:** We'll review/approve the final budget in January.
2. **Best of Charlotte on 12/3:** Jonathan submitted application for liquor license because wine & beer vendors need it to sell and City requires it for reserving the Port Terminal Bldg. next year. Whiskey River will sell pulled pork sliders and will join wing competition. Wegmans paid \$350 for new CCA sponsorship and will have ad in newsletter. Tops donated a \$100 gift card, which will be used to buy veggie & cheese trays.

Sue and her sister are donating multiple items for raffle and will help Claire set them up. Volunteers are needed to transport supplies from Jonathan's house to Robach Center at 9 am (doors open at 10 am), sell tickets at the door and 50/50 raffle. Vendor setup starts at noon.

Events posters need to be distributed to area businesses; BOD members each took some to distribute.

All CCA sponsors are automatically sponsors of BofC. Posters need to be created to hang around the room to identify sponsors and vendors. Matt's school (Edison Tech) has a professional print shop that does community service work. They may be able to print 11x17" posters for free; we need 50 x 2 each.

Award winners have been notified and trophies are ordered (\$101). Rachel Barnhart will assist with the awards ceremony; script is needed for Rachel and Jonathan to present awards.

Action Item: Donna, Jose & Matt will assist Jonathan with supplies transport; Sue & her sister will deliver raffle items and help Claire set up; Matt will coordinate vendors; Patti will sell tickets at door; Mary, Jose & Sue will sell 50/50 tickets; Donna & Jonathan will manage wing table.

3. **Tree Lighting Ceremony on 12/1:** Lights are up. Fire trucks will be moved outside so the group will have the whole inside for refreshments. LAYM chorus has no director, so they won't be performing this year. Jonathan meeting with Forestry Dept. on 12/4 to pick location for new Christmas tree to be planted.
4. **Holiday Social on 12/18:** Poster is made and will be up on FB soon.
5. **Charrette Steering Committee:** Debrief last week; group wants to stay together for next steps. Several charrette participants want to be included in post-charrette activities to see ideas through. Committee meets with CDCR on 1/17 to prepare for presentation to community at February 5th CCA meeting.

ADJOURNMENT

Meeting adjourned at 7:53 pm.

UPCOMING EVENTS

- 11/21 OBPPC Meeting re: Lakeside Winter Celebration, 12-1 pm, Program Committee Office
- 12/1 Tree Lighting Ceremony, 6:30 pm, Engine 19 Firehouse
- 12/3 Best of Charlotte, 2-6 pm, Robach Community Center
- 12/4 CCA General Meeting, 7 pm, Robach Community Center
- 12/18 CCA Holiday Gathering, 6:30 pm, Whiskey River, River Street
- ~~12/19 PCIC Meeting, 7 pm, Aquinas Institute, 1127 Dewey Ave. CANCELLED~~
- 1/9 CCA General Meeting, 7 pm, Robach Community Center
- 1/22 BOD Meeting, 6:30 pm, Port Terminal Bldg.
- 2/5 CCA General Meeting, 7 pm, Robach Community Center – POST-CHARRETTE REPORT