**Board of Directors Meeting Minutes**

Monday, October 17, 2022, 6:30 pm, 75 Stutson St.

**Call to Order, Attendance, Confirm Quorum:**

BOD:Lindy Litwak, President; Tom Bruce, Vice President; Sue Roethel, Secretary; RoseMary Shaw, Treasurer; Patti O’Brien, Director (Excused for PCIC meeting: Tony Micciche, Director)

**NEW BUSINESS**

* **Communication with public media:** Per the bylaws, the president is the only public spokesperson for the organization, unless he/she delegates otherwise. We need a generalized statement describing CCA (elevator speech) with talking points. Sue will write a draft for board approval. We also should issue press releases whenever hot topics are under discussion so that the media can have our official statements as a prepared document rather than on-the-spot. These would normally be written by the Communications Officer, but since we don’t have one, Sue offered to cover any written statements that are needed until someone fills the CO position.
* **BOD reassignments:** Patti has asked that her responsibilities be reduced to only the Youth Engagement Committee. Her former assignments are reassigned, as are a few others as follows:
	+ Answering Specialists (retrieving incoming messages): Lindy
	+ OBPPC: Lindy (Note: Patti attending last week’s meeting where Harbor Fest was discussed; she will send Lindy her notes)
	+ Lighthouse: Tony
	+ MNBN: Lindy and/or Tom
	+ Neighborhood Association (NA) Presidents: Lindy
	+ NW Quad: Tom
	+ Beautification Committee: No one offered to take this on
	+ Programming Committee: No one offered to take this on (Note: Food handling license needs to be renewed by someone else)
	+ Scholarship Committee: Patti will keep this
* **Meeting & event schedule for 2023:** Sue drafted a calendar with dates that are consistent with what we’ve been doing, which is 1st Monday for CCA General Meetings and 3rd Monday for BOD meetings. The only exceptions are for July 4th weekend and Labor Day. The 1st Monday in January is the 2nd, so we agreed to hold the CCA General Meeting on January 9th instead. We also are adding a Spring fundraiser in mid-late April to replace the December fundraiser that we cancelled. Lindy will prepare a proposal for that event. The calendar will go up on the web soon. (Note: We need to book the Robach Center for meetings and pavilions for events in the park.)

**OLD BUSINESS**

* **Meeting with developer re: Port on 10/5 & debrief 10/13:** The CCA’s Community Development Committee, along with Jose Peo and representatives from each of the major Charlotte organizations, met via Zoom with Adirondack Community Development. They want to build affordable housing at the Port on the site that’s available (formerly Parcel 1). The group gave them some background on the previous RFPs and why they failed, and expressed what the community does and doesn’t want on that site. Next steps are for that larger community group to meet with Dana Miller, Commissioner of Neighborhood & Business Development about options. Goal is to be transparent and include all stakeholders in the process. Meantime, the developer has requested a letter showing support from the community that they can take to their board to approve moving forward in the process. We need to be careful that aren’t saying we support the plan for affordable housing, but just that we are willing to pursue further discussion about development at the Port. Sue will draft it.
* **Talking Points for public communications:** See above under New Business.
* **Vandalism at NE College Prep HS:** This discussion was a follow-up to what happened at the school in August. We do know that some materials were stolen from the building by three women who erroneously said they were from the CCA. The school did not file a police report or pursue the matter, and there was never an inventory created to document exactly what items were stolen. We do know, from a conversation Patti had with one of the three women, that they confiscated a picture of the lighthouse that they said had been donated by the CCA to the school years ago. We do not have documentation of that transaction or any others, and can only offer speculation to the police. Patti recommended, and all agreed, that we let it go at this point and move forward with the new relationship we are establishing with the NECPHS.
* **Supplies inventory – laptop donated by Jeremy Cooney:** This needs to be retrieved from Jonathan and reassigned to someone else on the board.
* **Outreach materials rollout – door hanger and brochure:** Sue is working on the new designs and getting the print materials ordered. These are covered by the NeighborGood grant, so they must be done by the end of the year. We need to put a plan in place for distribution of them.
* **Celebrate Charlotte Holiday Fundraiser:** It will be Sunday, December 4th, 75 Stutson St., 2-5 pm.
* **United Way Roc the Day on November 29th:** This is an annual regional fundraiser where donors can select any organization that is registered. We did it last year and are now registered for the 2022 event (no charge to register).

**PRESIDENT’S REPORT**

**VICE PRESIDENT’S REPORT**

**SECRETARY’S REPORT**

**TREASURER’S REPORT**

* YTD 9 months budget report: RoseMary shared a report of income and expenses that shows we are on track now to end the year with a budget deficit of -$1,598.58. We need fundraising to offset this loss.

**COMMITTEE REPORTS**

* **Beautification**
* **Business Alliance**
* **Communications**
* **Community Development**
* **Fundraising**
* **Governance**
* **Membership**
* **Nominating**
* **Programming**
* **Safety & Security**
* **Scholarship**
* **Youth Engagement**

**Meeting Adjourned:** 8:59 pm

**Upcoming Events**

11/7/22 General Meeting, 7 pm, Robach Community Center **(Annual BOD Elections)**

11/8/22 CBA Meeting, (time??), Port Terminal Building, 2nd floor conference room

11/21/22 BOD Meeting, 6:30 pm, 75 Stutson St. **(Annual Budget Development)**

12/2/22 Holiday Tree Lighting, Engine 19 Firehouse, time TBD

12/4/22 Celebrate Charlotte Holiday Fundraiser, 2-5 pm, 75 Stutson St.

12/5/22 General Meeting, 7 pm, Robach Community Center