**Board of Directors Meeting Minutes**

Monday, September 19, 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; (Note: Tony Micciche, Director attended the PCIC meeting and then joined BOD meeting late)

Invited Guests: Lisa Whitlow, Principal, Abelard Reynolds School No. 42; Michelle Cacia, community volunteer; Suzanne Philips, Chair, CCA Nominating Committee (Did not attend: Nakia Burrows, Principal, NE College Prep HS @ Charlotte Campus; Barbara Lake, Chair, CCA Youth Engagement Committee)

**NEW BUSINESS**

**CCA/Schools Partnership:**

* Youth Engagement Committee: Patti and Barbara will work together with NECP High School and Abelard Reynolds School No. 42. Michelle is interested in joining to work with schools.
* Continue support of 4H and JROTC programs at the HS
* Continue assisting HS students with applications to Annual Scholarship Program
* Participate in School No. 42 Open House (October date TBD) – 505 students enrolled
* Student artwork donations for December 4th fundraiser – Art Teacher is Amy Graham
* PTO could help with donations of clothing and supplies Joanna Killigrew is the Parent Liaison; underwear and socks are always needed
* 6th grade involved in “Future Cities” planning and design; Lego League
* STEM field trip to RIT’s Women in Engineering Education program;
* Food Drive at Thanksgiving
* Band program – Christmas Holiday Concert
* Volunteers needed for grant writing and reading to students; online form can be submitted to volunteer; Ricky Frasier is the contact
* Kelly Monique Brigg is the Community Engagement contact
* Emergency Response Plan – Patti will sit on the school’s committee
* Newsletter articles – Lisa can send regular updates
* Lisa can present to community at November CCA meeting to share what 42 School is doing

**Communication with public media channels**

* Tom concerned about being ready to talk to media when needed and asked about having a “cheat sheet” of talking points. Sue volunteered to create something.
* Communications Committee has processes & procedures that outline what to do.
* President only should talk to press.
* For Port of Rochester development coming up, we should have a Press Release ready.

**OLD BUSINESS**

**Outreach materials rollout – door hanger and brochure:**

* Tom’s plan for distribution of door hangers: break it down into streets & each person assigned to areas

**Fundraiser – December 4th at 75 Stutson St., 2-5 pm**

* Tickets $25 pp;
* Adults are target audience, not families; primarily social event with goal to raise funds
* Live music; wine and spirits tastings; desserts; raffles

**PRESIDENT’S REPORT**

* Next NW Quad meeting is Wednesday, September 21st at noon.
* NYS has awarded CCA with a $20K grant to refurbish the signage at the Bill Davis Overlook. This grant was submitted by Lorie Barnum for the CCA Development Committee.

**VICE PRESIDENT’S REPORT**

**SECRETARY’S REPORT**

* Approval of minutes: GM: 7/11/22, 8/1/22, 9/12/22; and BOD: 7/25/22, 7/31/22, 8/15/22, 9/2/22
* RoseMary moved to approve all minutes with suggested changes; Patti seconded; all approved

**TREASURER’S REPORT**

* Monthly report

**COMMITTEE REPORTS**

* **Beautification**
* **Business Alliance**
* **Communications**
* **Community Development:** Sue reported that the City notified CCA and CBA that it has received an unsolicited inquiry about development at the Port of Rochester from a developer—Adirondack Community Development. They advised the developer to present their plans to the community to get support. The CCA Development Committee will schedule an initial meeting to talk to the developer and vet them before bringing a presentation to the larger community.
* **Governance**
* **Membership**
* **Nominating**
* **Programming**
* **Safety & Security:** Tony reported to the board on tonight’s RPD Lake Section PCIC meeting. Violent crimes are increasing; RPD focusing on known offenders. Property crimes are decreasing, but that may be due to people not reporting. Tony has reached out to Mayor Malik Evans and suggested using a federal prosecutor when firearms are involved. New Chief of Police has not responded. RPD says PACTAC is not advised at this time due to safety issue. PCIC will continue on Mondays through December.
* **Scholarship**
* **Youth Engagement:** See above under New Business

**EXECUTIVE SESSION**

* **Fall BOD Elections:** Deadline for submission was September 12th. Nominating Committee confirmed eligibility of all nominees, and slate of candidates is approved and will be announced at October General Meeting. Each candidate to prepare a statement of their vision for the CCA that they can share before the vote at the November General Meeting. Sue moved to approve the slate and process; Tony seconded; motion carried unanimously.

**Meeting Adjourned:** 8:55 pm

**Upcoming Events**

10/3/22 General Meeting, 7 pm, Robach Community Center (Fall Election Ballot Announcement)

10/17/22 BOD Meeting, 6:30 pm, 75 Stutson St.