

Board of Directors Meeting Minutes

Monday, November 21, 2022, 6:30 pm, 75 Stutson St.

Call to Order at 6:43 pm, Attendance, Confirm Quorum:

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 during this time)

NEW BUSINESS

- **Charities Symposium on 11/30** – Sarah Clark sent all BOD members an invitation to attend this workshop for non-profits she is co-hosting with NYS Attorney General Letitia James and NYS Assemblyman Demond Meeks. Tom and Sue volunteered to attend.
- **CCA's Laptop** – Has been retrieved and needs to be reassigned. RoseMary will prepare it and hold it for the next Communications Officer, whenever that position is filled.
- **Requests from CBA** – The first request was to reallocate the remaining funds we budgeted for the Youth Engagement Committee to support the children's craft table at the Charlotte Business Association's holiday event scheduled for 12/4. We unanimously agreed to donate the remaining funds--\$130.80. The second request was to agree to be the CBA's temporary fiduciary for grant funds they are receiving now until their 501(c)3 status becomes official in January. They have since resolved this and rescinded their request.
- **New Sponsor for 2023** – Windjammers wants to donate \$1K to sponsor activities of the CCA for 2023. Lee Selover, the owner, wants to buy a full-page ad in the newsletter. RoseMary suggested we create a new sponsorship level called "Diamond" and give them premier promotional status. Lindy will reach out to ask Lee what his specific expectations are for this donation.
- **Budget 2023** – RoseMary described the budget development process and that we must be realistic with requests, since we've come up short with fundraising this year. Budget requests must be included in committee Plans of Work (POWs) so that approval can happen in December.

OLD BUSINESS

- **Committee POWs 2023** – Proposals need approval by the board in December. Some decisions:
 - **Youth Engagement** – JROTC being moved over to CBA; New goal to expand volunteer opportunities to other students; \$1K requested for support to the schools + \$275 for CYAA support.
 - **Beautification** – Proposal of \$750; Patti will stay on as Board Liaison. New goal is to solicit additional funding or donation of plants from Monroe County Parks Department.
 - **Scholarship** – Proposal same as last year: \$2K for award + \$75 for cake and award frame.
 - **Communications** – Proposal of \$2K total (\$784 for newsletter + \$900 for website upgrade & maintenance + extra for unforeseen issues with web).
 - **Development** – Proposal of \$200 for printed handouts needed for Port Developers' meeting in February.
 - **Programming** – Proposal will be based on last year's figures, plus addition of Here Comes Summer event in April that will also be a fundraiser.
- **Door Hangers distribution** – Lindy and Tom mapped out streets in sections but need to be finalized. They will coordinate volunteers and keep a record of section completions. Target end date is 12/11. Several people have volunteered to distribute (Russ & Veronica Lyons; Pat & Pam O'Neill; Suzanne Phillips; Patty Ceravolo).
- **Tree Lighting on 12/2/22** – It's a "go" for 6:30 pm at the Engine 19 Firehouse; tree lights (Brian Labigan); indoor refreshments (Lindy); poster & advertising (Sue & RoseMary); live music & emcee (Tom). Pastor Ray Poling from Lake United Methodist Church and Deacon Joseph Placious from Holy Cross Catholic Church will attend and offer blessings of peace for the season. Also invited but could not attend this year was Pastor Leonard Banks from Abundant Grace Church. Three pastors from Hope Christian Fellowship were also invited but did not reply to the invitation.
- **Developers Meeting on 2/5/23** – Sue and Barbara will create a slide presentation and handouts. Barbara has reserved Arbor at the Port for 2:00-4:00 pm. The owner of Arbor agreed to provide water, coffee and a light snack. Sue will schedule another meeting of the community stakeholders' group in December and follow up with the City about the February meeting. Sue will also follow up with CDCR about the final Vision Plan that should be done by the end of December.

PRESIDENT'S REPORT

- **General Meeting Presentations** – Police Accountability Board will NOT be presenting at the 12/5 CCA General Meeting. A suggestion was made to invite either Dr. Kiah Nyame (Coordinator for the City's Office of Neighborhood Safety) and/or Jennifer Cherelin (Charlotte Librarian for Social Justice) to present at a meeting in the new year.
- **Letter of Support for Head Man's Cycle Shop** – As requested by Joe Paris, owner, at the 11/7 CCA General Meeting, a letter was submitted to the City on 11/17 for Zoning Board of Appeals in support of variance allowing the shop to do mechanical repairs at the location at 120 Denise Rd.
- **NA Presidents' Meeting on 11/8** – Discussion about 2022 neighborhood outreach events in each quad—what worked and what didn't. Lindy mentioned that our event was in the back of School 42 so was not visible from road traffic, and that a large sign was needed out at the road to let people know that the event was happening.
- **NW Quad meeting** – No report.
- **OBPPC meeting on 11/12** – Discussions about 2023 Harbor Fest (dates are set and will be better organized); Christmas party in December for volunteers.

VICE PRESIDENT'S REPORT

- **MNBN meeting** – No report.
- **CBA meeting** – No report.

SECRETARY'S REPORT

- **Approval of minutes** – GM: 10/3/22 & 11/7/22; and BOD: 9/19/22, 10/17/22; RoseMary moved to approval all minutes and Tom seconded; motion approved.

TREASURER'S REPORT

- **Monthly report** – Balance as of 11/1 is \$10,400. RoseMary will prepare year-end report and 2023 budget projections next month. Note from our former CPA, Heveron & Company: There are new reporting requirements in 2022 for non-profits for In-Kind Gifts. In-Kind contributions must now be reported separately from monetary contributions.

COMMITTEE REPORTS

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

UPCOMING EVENTS

12/2/22	Holiday Tree Lighting, Engine 19 Firehouse, 6:30 pm
12/4/22	CBA Family Holiday Party, 3-6 pm, Robach Community Center
12/5/22	General Meeting, 7 pm, Robach Community Center
12/19/22	BOD Meeting, 6:30 pm, 75 Stutson St.

Adjournment at 8:30 pm.