

Board of Directors Meeting Minutes

Monday, February 20, 2023, 6:30 pm, 75 Stutson St.

Attendance: Tom Bruce, President; Lindy Litwak, Vice President; Sue Roethel, Secretary; RoseMary Shaw, Treasurer; Patti O'Brien, Director; Tony Micciche, Director

NEW BUSINESS

CYAA sponsorship request for 2023: Approved budget is \$275; this year's fee is \$25 more than last year; we approved \$300.

Charlotte Village Historical Society: Tom spoke with Fred Amato and Dorothea Atwell separately about their differences that were pointed out at the last CCA meeting. Tom told them we will support both groups.

Clean Sweep changes: Per email from Jonathan Hardin, the Charlotte Business Association (CBA) is taking over the role to the community's efforts for this event. The CBA didn't reach out to us and there was no discussion about it. Tom will reach out to them about it.

Meeting w/ developers: The Community Development Collaborative (CDC) group will meet with Adirondack Community Development on 3/19 at 10:30 (location TBD). This will be a small-group meeting as a follow-up to discussions we had with ADK in the Fall 2022. The larger, open meeting with the CDC for any and all interested developers for the Port of Rochester will be on 3/30 at 2 pm at Arbor at the Port. For that meeting, the invitations will go out to the list the city has of potential developers.

New policies & procedures needed for NYS compliance requirements: RoseMary and Sue will work on this and bring a proposal to the board for approval. Some policies needed are: Annual performance evaluations (presumably for staff, which we don't have, so we'll need to clarify with NYS what is required in our situation); Separate individuals responsible for cash intake and cash outflow (again, our structure and cash flow is small, so we need to get clarification for our situation).

OLD BUSINESS

Lakeside Winter Celebration on 2/4/23 – Debrief: It was a bitter cold day, so people arrived early and didn't stay long. Potential early customers, including vendors, had to be turned away because we were not ready yet with hot water and coffee. The donuts, coffee and hot chocolate were popular. Popcorn did not sell, but that could have been because it was pre-popped, so it was missing the aroma of fresh-popped popcorn that draws customers. We cleared just about \$150. Suggestion was made to set up and start well before the event start time next year.

PRESIDENT'S REPORT

Tom will be out of town 2/26-3/10.

NA Presidents: Grant funding is available; Michelle Cacia talked to Tom about installing more American flags around the neighborhood. County Parks Dept is responsible for the flagpole in front of Engine 19 at N. River St. Tom will pursue Michelle's suggestion as a grant opportunity.

VICE PRESIDENT'S REPORT

OBPPC – Letter of support for 2024: Requested letter from CCA was prepared and sent on 2/1/23 to City of Rochester Manager of Special Events for next year's planning.

Door Hangers – Distribution status: Lindy reported that the project is done. Sue asked for a count of how many (approximately) door hangers are left from the 10K that were ordered; that will provide her with a number of how many were distributed. That information is needed for the grant report we need to submit.

SECRETARY'S REPORT

Approval of minutes: GM: 2/6/23; and BOD: 1/16/22: Patti moved to approve; RoseMary seconded; minutes were approved unanimously.

Record retention: Sue reported that she now has 4 boxes of files that are almost entirely treasurer's reports dating back 20+ years. Some of the secretary's reports from those years are missing and no one knows where they are. We need to find a permanent, safe place to store all CCA records, supplies and equipment so that they are altogether and accessible by future boards.

TREASURER'S REPORT

Monthly report: Check sent to CYAA for \$300; Funds raised at Winter Fest totaled about \$150.

COMMITTEE REPORTS

- **Beautification**
- **Communications**
- **Community Development** – Vision Plan coming along; needs more work
- **Fundraising**
- **Governance**
- **Membership**
- **Nominating**
- **Programming** – Kite Flight on 5/7: Order kites now
- **Safety & Security**
- **Scholarship**
- **Youth Engagement**

UPCOMING EVENTS

2/23/23 Charlotte Development Collaborative, 6 pm, 75 Stutson St.
3/6/23 General Meeting, 7 pm, Robach Community Center
3/20/23 BOD Meeting, 6:30 pm, 75 Stutson St.