

# Charlotte Community Association, Inc.

## Board of Directors Meeting Minutes

Monday, June 17, 2024, 6:30 pm, 75 Stutson St.

**Attendance:** Board of Directors: Jose Peo, President; Tom Bruce, Vice President; Sue Roethel, Secretary; RoseMary Shaw, Treasurer and Interim Communications Officer; Lindy Litwak, Director; Tony Micciche, Director; John Kabrovski, Director; Jon Cahill, Director. **Invited Guests:** Suzanne Phillips, Nominating Committee chair; Brian Labigan, Scholarship Awards Program chair

### OLD BUSINESS

- **T-Shirts rollout-** Eric Bourgois arranged for the initial setup design and a first run of 60 shirts in 2 different colors (light blue and orange) from Crazy Dog T-Shirts. His contribution offset our costs by \$1 per piece. CCA will contribute \$350. Jose moved that we approve this order to be rushed for Harbor Fest sales. RoseMary seconded; motion approved
- **Harbor Fest on 6/21-23** – Sue volunteered to shop for supplies. Here is our schedule:
  - **Friday, 12 noon – 9 pm** – setup at 10:30 am: Sue, RoseMary, Tom, Jon, maybe Tony; plus one or two JROTC students
  - **Saturday, 11 am – 9 pm** -setup at 10 am: Sue, John K, Jon C (until noon)
  - **Sunday, 11 am – 5 pm** – setup at 10 am: RoseMary, Jon C, Tom
- **National Night Out Against Crime – annual picnic on 8/6** – Jose talked to the NSC & RPD. RPD will provide a \$200 gift card to buy hot dogs, cake and beverages. Sue will reserve the pavilion.
- **Sponsorships** – rollout of changes – RoseMary said the website is still not capable of handling monthly recurrent payments yet. There is a plug-in that we can purchase for annual payments, and that will have to suffice until we have capability to do monthly payments. She has prepared a letter from Jose to be mailed to current and previous sponsors, offering the following sponsorship levels:
  - Silver \$175 includes business card ad posted on CCA social media 1x/mo.
  - Gold \$250 includes above plus 2x3” ad on CCA website + any ad, any time
  - Platinum \$300 includes above plus premium banner placement on website & at any events CCA participates in

RoseMary moved that we approve the plan as is; Jose seconded; motion approved.

### NEW BUSINESS

- **Support for JROTC** – In an email conversation, we agreed to give them \$250 to allow students to attend summer camp.
- **Scholarship Awards Program 2024 – ceremony on 8/7** – Brian said they’ve received no applications yet from Northeast College Prep (NECP) High School for the Edward Watson Scholarship. If any applications come in before the deadline (June 30<sup>th</sup>), the committee will review them and make a recommendation. The Awards Ceremony is held on the first Wednesday in August at the gazebo just prior to the Concert By the Shore. (Note: The board opted not to offer the CCA Scholarship this year due to budget constraints.)

The Edward Watson Fund stipulates that the awards must go to a graduating high school student attending the former Charlotte High School campus but residing in any City of Rochester neighborhood. Since the NECP is being replaced by a Middle School next year in the former Charlotte HS campus, there will no longer be any graduating seniors for the scholarship award. The Scholarship Committee (Brian Labigan, Tom Brewer, and Virginia Lyons) are recommending

that the board approve changes to the Edward Watson Scholarship Program for next year to allow two graduating high school seniors from any City high school but who are residents of Charlotte to each receive a \$1K award. Sue moved to approve the plan; Jose seconded; motion approved.

- **Fall BOD Elections prep** – Sue advised that the bylaws require that we notify our members of open board positions and the nominating/election process. The typical timeline begins in July and extends through the November vote by advertising in the newsletter, but the newsletter is no longer being published. Therefore, going forward we'll need to rely on announcements at CCA General Meetings and by postings on social media. On the ballot this fall will be the following open positions: President; Secretary; three Director seats.

Related to this topic is the need to update the CCA Bylaws to remove any references to the newsletter and review any other requirements that are now out-of-date. Sue proposed that the Governance Committee call for volunteers from the community at the next CCA General Meeting to review the Bylaws and make recommendations to the board for revision. Any changes would need to be approved by the membership, and the fall election date would be ideal to get this done. All agreed to move forward on this.

#### **PRESIDENT'S REPORT**

- **MNBN** – An information session will be held on 6/25 to reboot the group.
- **Neighborhood Association Presidents (NA)** – Next meeting is a picnic on 7/9.
- **Northwest Quad (NW)** – Next meeting is tomorrow, 6/18 via Zoom.
- **Charlotte Business Alliance (CBA)** – The group has been inactive since February, when the board was dissolved. At that time, the board had paid \$2,500 to retain an attorney to handle its 501(c)3 status. Jose reached out to Andrew Hollister for a status update on the group, but he's received no response as yet.

#### **VICE PRESIDENT'S REPORT**

- **Ontario Beach Park Program Committee (OBPPC)** – CCA representation in this group is no longer Tom's responsibility, although a strong CCA presence is vital. Tony serves on the OBPPC board, and Lindy wishes to continue her service to the group. Tony and Lindy both attended the last meeting; Tony will send Sue the minutes detailing what was discussed. Sue moved that Tony and Lindy be appointed as CCA representatives going forward. Jon C seconded; motion approved.

#### **SECRETARY'S REPORT**

- Sue moved to approve minutes that she emailed to everyone prior to this meeting: General Meeting 6/3/24; and BOD 5/20/24. Jose seconded; minutes approved.

#### **TREASURER'S REPORT**

- Monthly report – RoseMary said that no funds are coming in right now, but hopefully over the summer we'll see income from Harbor Fest, sponsorships and memberships.

#### **COMMUNICATION OFFICER'S REPORT**

- RoseMary is making updates to the website, particularly to the Board bios page, Committees page and Volunteer Opportunities.

#### **COMMITTEE REPORTS**

- Beautification - RoseMary
- Communications - RoseMary
- Community Development – Tony

- Finance – RoseMary
- Nominating & Governance – Sue
- Programming – Jon reported that the planned bonfire event in September is not approved yet.
- Youth Engagement – Tom & John

#### **UPCOMING EVENTS**

6/21-23/24	Harbor Fest, Ontario Beach Park
7/1/24	General Meeting, 7 pm, Robach Center
7/15/24	BOD Meeting, 6:30 pm, 75 Stutson St.
8/5/24	General Meeting, 7 pm, Robach Community Center
8/6/24	National Night Out Against Crime Annual Picnic, 6:00 pm, Ontario Beach Park
8/7/24	Scholarship Awards Ceremony, 6:30 pm, Ontario Beach Park Gazebo
8/19/24	BOD Meeting, 6:30 pm, 75 Stutson St. (NOTE: Sue is out of town)