BDC Board Minutes
September 19, 2018; Taken by Lauren Nichols

Board members attending: Dan Barrett, Ken Haywood, Lauren Nichols, Joshua Rolon, Matt Ficorelli, Ian Luconi, Robin Nitkulnik, Jodi Lincoln, Lou DeVito, Omar Siriano, Larisa Murphy, Katie Markowski Staff: Christina Howell, Sarah Loser, Sam Spearing, Michelle Goldammer, Jess Cook Guests: None

Call to Order: 6:35 p.m. by Dan Barrett – quorum not present at start of meeting; quorum present at 6:51 p.m.

Staff Introductions and Reports

1. Michelle Goldammer – BDC finance and admin manager; typically in the office on Tuesday
   ● works regularly with finance committee, worked on transitioning insurance, implementing online tools for various procedures; reviewing credit card transaction fees at the Market
   ● working on metrics to prove what BDC does on a regular basis to make sure financial information is robust when applying for grants, etc.
   ● possibly revising financial statements to simplify the way things look
   ● helps save significant time for Christina, especially in the budget process

2. Sarah Loser – Saturday Market program manager
   ● reminder that marker volunteering is mandatory for board members
   ● with BDC since last June
   ● recruits and manages all 48 (currently) vendors
   ● plans and executes all market programming
   ● manages market assistant – has been doing all this work for 2 months since we’ve been looking new for assistant
   ● market doing about $2500 in token transactions
   ● added lots of programming to the market including theme days, library lending, etc.
   ● improvement in tech in the office

3. Jess Cook – housing intern (pro bono)
   ● volunteered as an intern following the ShurSave; current student at Pitt
   ● worked on affordability toolkit meeting
   ● planning, developing, executing neighborhood survey on housing affordability
   ● working with Pitt professor to analyze data turned out by survey
   ● got us 5 Pitt grad students to help with survey; interviewing a second housing intern soon

4. Sam Spearing – PULSE Fellow
   ● former Bloomfield resident; Pitt grad
   ● building on work David did with business district including filling vacant store fronts and reducing turnover, recruiting businesses and identifying services for small business
   ● will be working on second networking event – shooting for October or November
   ● doing work on bench project – getting benches installed
   ● received $19,000 from Pittsburgh sustainable restaurants ($12k in grants available for businesses)

5. Christina Howell – Executive Director
- board management, administration
- organizing BDC files to make them more usable
- represents BDC in the community
- obtain higher level funding – recently received $1000 grant for the Market to add seating and $5000 from First Commonwealth for general BDC projects
- overseeing community process to make sure there is desire/buy in for BDC projects

**Economic Development**

1. Committee restructuring – reiterating points in committee restructuring email as to why we did this
   1. Business District Committee (Dan) – first meeting today; early stages of developing the committee
      a. Support business district coordinator and long-term planning for business district
      b. Some on the ground planning with business district coordinator without trying to all be that person’s boss
      c. Working through David’s report; developing a work plan for discussion in October
   2. Property and Planning Committee (Matt) – housing committee working to develop housing survey
      a. Squirrel Hill development – special needs affordable housing; Matt trying to get a meeting discuss
   3. Review Proposal for ACTIONHousing-sponsored process for ShurSave site – trying to build support for affordable housing in Bloomfield generally and specifically at ShurSave site
      a. Mamadou Balde is now working with ACTIONHousing to encourage diverse development
      b. ACTIONHousing has committed funding to do a community needs assessment and planning process for this site and prioritize those needs
      c. Funded by ACTIONHousing; Christina will be heavily involved in process
      d. ACTIONHousing is a non-profit development company that builds for targeted populations and manages properties (Penn Mathilda apartments is a project of theirs)
      e. Substantial federal, state, and philanthropic grant funding for their projects
      f. Call for resolution to support the ACTIONHousing BDC Collaborative Planning Process by Josh Rolon, Seconded by Ken Haywood; all in favor, none opposed, no abstentions, resolution passes
   4. Request for resolution to approve CDBG grant request up to $35,000
      a. Proposed project covers mainly Christina’s time for program and administrative work
      b. Call for resolution by Omar Siriano, seconded by Ian Luconti; all in favor, none opposed, no abstentions, resolution passes
   5. Christina will begin sending an executive report monthly detailing what the organization has been up to

**Board Minutes**

1. Resolution to approve the July 2018 minutes was made by Lauren Nichols, seconded by Josh Rolon. All in favor; none abstained; motion passed.

**Organization Development**
1. Executive Committee report
   a. SPP grant request for $25,000 for housing initiatives approved and submitted
      i. Significant funding (last minute) from First National Bank
   b. Board calendar build out
2. Finance Committee report (Katie) – August financial overview; anticipating good cash surplus at the end of the year; budget moving along well, anticipating draft in October
3. Fundraising Committee report (Lauren) – Report on picnic success, update on holiday party

Announcements were made of important dates

- Thurs. 9/27 – 9:40 am meeting at zoning re: Laurel Development to redevelop 3 houses beside RiteAid and building nearby – no contact from developer – sending staff member to zoning meeting to state no contact and no community process
- Thurs. 9/27 – 11:30 am – AHN master plan for Bloomfield; community process to follow
- Mon. 10/22 – fall general BDC community meeting – potluck – place and time TBD

Motion to Adjourn: Larissa Murphy made a motion to adjourn the meeting at 8:20pm.; seconded by Robin Nitkulnik. All in favor; none abstained; motion passed.