



BDC Board Minutes

September 19, 2018; Taken by Lauren Nichols

Board members attending: Dan Barrett, Ken Haywood, Lauren Nichols, Joshua Rolon, Matt Ficorelli, Ian Luconti, 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 market 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 useable
- 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 for 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.*