**Brookline Together**

**Board Meeting Minutes**

**October 14, 2019**

**Board Officers:**

President: Caitlin McNulty Membership: Lois McCafferty

Vice-President: (Bill Kim) Business Development: Jason Tigano

Secretary: Ally Bove Community Development: Heather Fulton

Treasurer: Bill Kim Beautification: Tony Griffith

Newsletter: Brock Boutwell

**Attendance:**

Board members present: Ally Bove, Heather Fulton, Bill Kim, Lois McCafferty, Caitlin McNulty, Jason Tigano.

Committee co-chairs present: Lisa Wilson and Blake Plavchak (Beautification), Melissa Kilmer and Samantha Melhorn (Community Events).

Board members absent: Brock Boutwell, Tony Griffith

Board Training Session

* Presented by Lisa Belloli of Civic Square
* 6-7pm

Board meeting called to order at 7:00.

Approve minutes from September

* Motion: Bill Kim, 2nd: Jason Tigano, unanimously approved.

Board Vacancies & Interim Roles

* Bill Kim has been serving as both Vice President and Treasurer of the organization for several months. However, it would be preferable for two separate people to fill these roles so that Caitlin (President) can delegate more executive duties to the VP. Bill will continue in the role of Treasurer, and the role of Vice President will be replaced as soon as possible. We will announce this at the November community meeting, seek nominations, and hold a membership-wide vote at the January community meeting.
* Heather Fulton has resigned as Community Events chair and has appointed Melissa Kilmer (who has been serving as co-chair) as the acting Chair in the interim. Heather will act as Vice Chair through the end of 2019 to ensure success of year-end community events. We will announce this at the November community meeting, seek nominations, and hold a membership-wide vote for a new Community Events chair at the January community meeting.
* Lisa Wilson has been acting as interim Beautification chair for several months with support of the Board. The elected Beautification chair, Tony Griffith, will be returning. Brookline Together thanks Lisa Wilson for her leadership during this time.

Correspondence – Biru Jha - Boost Mobile – Request for Citizenship Reference Letter

* The owner of Boost Mobile on Brookline Blvd requested a support letter from Brookline Together to use as a character reference related to his immigration status/citizenship application. His business is a member of Brookline Together, and he has consistently donated to various community events. Caitlin presented a letter draft and the board approved it unanimously pending minor rephrasing of the final two sentences for clarity.

Treasurer Report – Bill Kim

* Purchased new checks for the Newsletter account.
* Awaiting more information from prior year taxes; Bill has provided all requested information and the accountants are working on it.
  + Bill is double-checking to ensure we have filed an extension for 2018 tax return
* $38,407 total balance in all accounts (approximately $29,700 main checking, $4,800 Paypal, $3,700 newsletter)
* Newsletter is fully funded for a while, due to shifting to longer format and publishing every other month.
* Newsletter is getting a bank card to increase ease of purchasing. It will not have the ability to obtain cash at an ATM or POS. It will be in Newsletter Chair Brock Boutwell’s name.
* The city now offers online submissions for Permitting, Licensing and Inspections. The Finance committee would like to obtain a bank card to enable us to apply for permits online, which will be much easier than in-person and paying with paper checks.
* Bill would like to purchase the business version of Dropbox. Each board member will have access to it and pay an annual per-user fee of $12.50 per user per month. This allows unlimited logins from different devices, increased storage (3 TB), and improved organization. For 9 board members and a paid staff member, this would be $1,500 per year.
  + Several board members expressed concern at the pricing. Bill will look into this in more detail and come up with some potential alternatives.
* Bill would also like to consider purchasing Key Pass to manage logins for accounts to ensure that we don’t get repeatedly locked out of old accounts or lose access to accounts when officers change.

Newsletter – Brock Boutwell, via e-mail report because he is on vacation

* November newsletter issue is being finalized this week.
* Mike from Community Bank is making arrangements for obtaining the debit card for the Newsletter committee
* Committee met last Thursday; meeting minutes are forthcoming

Membership – Lois McCafferty

* Working on updating membership applications for 2020
* Moving forward with business directory for 2020. Merchants who have previously advertised in the directory were very willing to do so again. The committee is looking into printing prices. We would also like to ask the Newsletter committee if we can use their header for the directory header. Lois will contact Maureen from the Newsletter committee about this.
* Began social media campaign today; will be highlighting a different business member each week. First 4 to respond were A Boss, Scoops, Phil Behr (Farmer’s Insurance), and 802 Bean Company. After the first month, will reach out to business members again for information.
* Planning to do some type of membership drive at Brookline Lights Up. Committee will discuss at its next meeting.
  + It may be helpful to have a card reader – Bill Kim will look into this option.
* Next meeting October 28, 2019 at 6:45 at Melissa Distel Photography.

Business Development – Jason Tigano

* Neighborhood Initiatives Fund – we applied for this grant through the Urban Redevelopment Authority to assist with the infrastructure of the Jacob/Whited site, to pay for the gas, electric, water, and fencing at the site. This will also include development of the community garden adjacent to the Burgh Bees apiary. This is a project of almost $20,000. We have learned that we have made it through the first phase of review and are moving forward to the next phase.
  + Additional updates from Bill Kim: Also planning to work with Tree Pittsburgh to place a line of trees along the back of the property with floodlights, so that the property is nicely visible from Whited Street. (Note: the back of the property abuts vacant land, so the lighting would not be intrusive to any neighborhood residents.)
  + Tree Pittsburgh can also offer training to neighborhood residents on how to properly care for trees.
  + The community garden would fit 25-30 plots, which can be rented individually or split between different people. The money raised from plot rentals will help with long-term maintenance of the parking area and the garden space.
* Mazza Parking
  + Pittsburgh Parking Authority has agreed to increase/improve signage of this area to make it clearer that there is ample PUBLIC parking available under the Mazza Pavilion.
* Former PNC
  + Sale of the former PNC building on Brookline Blvd is moving forward and expected to close before the end of 2019.
* Former MJ Automotive
  + Was under contract for sale, but the sale appears to have fallen through.
* Former Betz
  + There was briefly a post on the building that it was/is up for sheriff’s sale. We don’t know of any other information at this time.
* Former Fredo’s
  + There was an eviction notice on it previously. We are unaware of any progress on reopening or finding a new tenant.

Community Events – Heather Fulton

* Holiday Party: planning is underway for the Brookline Together holiday party on December 9th. All members will be receiving invitations shortly. There is no cost to attend, but we will accept donations to the Brookline Food Bank.
* Brookline Lights Up: November 30th.
  + Lighting: Fundraising letter for the lighting is ready and will be distributed in late October by Lois McCafferty and Linda Boss. Lois is following up with the electrical contractor regarding costs to hang the wreaths.
* Halloween Parade: October 26th. Permits should be coming through right away. The police will put a patrol car in the CVS parking lot to ensure no one moves the barricades keeping the street closed.
  + Need volunteers to watch the barricades during the parade.

Beautification – Lisa Wilson

* Cigarette receptacles for Brookline Blvd – request is in to Department of Mobility and Infrastructure; haven’t heard back yet. Blake Plavchak left a voicemail to follow up today. We will need volunteers to install them once we have approval.
* Shed – letter has been written to request storing a 10x10 shed on the property next to A Boss but needs to be updated before being sent out.
* Banners – We have Brookline seasonal small banners to hang on poles but won’t fit on the current poles. Looking into solutions.
* Garbage Wars – Someone from Brookline organized a team from Brookline; Brookline Together reached out to say thank you.

Old Business

* Jacob/Whited – see above in Business Development section

New Business

* Tree of Life Decorated Tree – we will participate in this.
* Organizational evaluation – REMINDER: All committee members need to sign conduct clause
* Permitting Training Session – Melissa Kilmer attended a training session for online permitting through the city.
* Paid secretary – We are considering hiring a paid secretary as a 1099 position to assist with some or all of the following:
  + - Coordinating newsletter advertising
    - Obtaining permits for events
    - Assist board Secretary with mailing
    - Assisting as Facebook admin, particularly to help create Events for meetings and community events.
    - Following up with local businesses re: paying membership dues, distributing membership window clings, delivering letters regarding community events or fundraising
    - Update the list of businesses in Brookline, twice per year
    - Verifying membership status, twice per year
    - Helping with website maintenance.
  + The Board discussed the areas of greatest need and whether we can meet these needs internally without hiring. We tabled the discussion to the next meeting.
* Bylaw Update suggestions
  + The Board in Transition bylaws stated that officers must be a member for 1 year and have served on a committee prior to running for a Board position. However, this language was not formally adopted into the Brookline Together organization bylaws.
  + The Board agrees that this language should be formally adopted into the Brookline Together bylaws.
  + We will announce this proposal at the November community meeting.

Meeting adjourned at 8:56 p.m.