



Board of Directors Meeting Minutes

January 18, 2020

The annual retreat of the Friendship Community Group (FCG) Board of Directors was held at the Bloomfield-Garfield Corporation's Community Activity Center, located at 113 North Pacific Avenue Pittsburgh PA.

Directors Sara DeLucia (President), Jayne Bower (Vice President), Larry Laude (Treasurer), Tom Youngs (Secretary), Evan Stein, Rod Cunningham, Evan Tobin, Vince Manetti, Kristin Hughes, Danielle Novick, Tom Hritz, Carla Lukehart, Victoria Haggerson, and Diana Ames were present. Past President Martha Terry facilitated the meeting.

A quorum was noted to be present, and the meeting was called to order at 9:00 by Martha, with Tom Y. taking the minutes as secretary.

The meeting agenda is attached. The retreat was held in lieu of the January Board meeting.

Welcome and Introductions

Martha asked each of the Directors to introduce themselves and to provide some information on their background and interests.

Orientation

Mission - Directors need to be clear both on the FCG overall mission as well as agree to the mission of each committee. Should be succinct and state in one sentence what FCG's mission is.

By-laws - will need to be reviewed and updated as needed in the coming year. By-laws will need to focus on the election of Board members and when they take office. By-laws were written with timing which assumed the community elected the Board and directors immediately took office at a Board meeting immediately following the annual meeting. With the changes over the course of time, this is no longer synchronized. A review is also due since the by-laws have not been updated in several years.

Expectations of Board members - It is expected that Directors will attend monthly meetings or state in advance that they have a conflict that does not enable the Director to attend a particular meeting. Meetings are scheduled by the president. Three unexcused absences gives the Board the ability to release a Director of their duties. Directors are also expected to attend the quarterly community meetings. All Directors are expected to chair or be on one of the committees and be involved in the community events. Attendance via phone / online meeting is also acceptable. The Board also asks each Director to make an annual donation to FCG.

There was a discussion regarding tracking volunteer hours for Board meetings, committee meetings and the various FCG events throughout the year. Each committee chair should track their time. There are many mobile apps to help track time. Evan S. volunteered to help develop a tracking mechanism via QuickBooks.

The Board's document repository is Box currently. There was a discussion regarding whether the Board should shift to Google Drive to allow for change tracking. One does not need a Google email address to access Google Drive.

Committee Roles and Responsibilities

Communications and Community Building Committee

Reviewed existing documents on roles. Comments on forward-looking roles to include strengthening relationships with other community organizations.

Carla has agreed to chair this committee.

Neighborhood and Environment Committee

Current focus is on Baum Grove maintenance and improving the overall green space in the community.

Danielle and Rod have agreed to co-chair the committee.

Housing and Business Borders

Main focus is working with developers and homeowners with development in the community and near borders. Issues with landlords will be a bigger focus this year. The committee has one of the biggest impacts and reach in the community and can get community members engaged.

Vince has agreed to continue as the chair.

Friendship Flower and Folk Festival

A large concern is the City's new requirement to hire off-duty Police officers when streets are closed for a community festival. The committee will need to address this as soon as possible. Can the Board and committee interact with a known City Police contact? Event to be held the Saturday before Mother's Day.

Dutch McDonald will continue to manage the flower sales.

Jayne will chair.

House tour

There are issues regarding recruiting homeowners (would prefer to have 7 to 10 homes), obtaining sponsors and ticket sales. FCG alternates annually with Shadyside and 2020 is Friendship's year. Event to be held towards the end of September.

Sara will chair.

Approval of Committee Chairs

Based on committee recommendations and discussions with Board members, Danielle (Diana) moved the following:

Resolved: That the Board approves the following committee chairs:

Communications and Community Building Committee – Carla Lukehart
Neighborhood and Environment Committee – Danielle Novick and Rod Cunningham, co-chairs
Housing and Business Borders Committee – Vince Manetti
House Tour Committee – Sara DeLucia
F4 Committee – Jayne Bower

The motion carried.

Chairs and membership of the Audit and Nominating Committees will be determined at a future meeting. The FCG Treasurer, will be the ex-officio chair of the Finance Committee.

Conflict of interest forms

Larry distributed the annual conflict of interest form and Directors signed and returned them to Larry.

Discussion of the budget

Larry led the discussion and asked if there are there any big ticket items which are not on the current budget. Larry requested that Directors inform him of any such items so that he can add and submit for approval at the February Board meeting.

Larry reminded the Directors that anything new on which they wish to spend time and money must be brought to Board.

Relationship with the playpark

The City did not renew the contract for the playpark at the Friendship School. Under the contract FCG purchased and maintained the equipment as well as obtained liability insurance. The actual contract was with the Friendship Preservation Group, but Martha and Diana were signers. The Board has a recommendation from an insurance attorney to carry liability insurance.

Now that the contract has expired, the ownership of the equipment goes to Pittsburgh Public Schools. It is currently unclear as to who manages the facility. Carla may know who the facilities contact at the Pittsburgh Public Schools is. She will forward the information to Diana.

Jeffrey and Associates inspects all of the Pittsburgh Public Schools playground equipment. Evan T. had contacted them, and they had in fact inspected the playpark equipment last year.

Diana has drafted a letter to state the Board's understanding that the ownership has transferred to Pittsburgh Public Schools.

There was a concern whether the money in the Friendship Playground Fund at the Pittsburgh Foundation (currently \$12,800) still had to be used only for support of the playpark and its equipment or if it could be used for other charitable neighborhood purposes.

There is also a major renovation planned at the Friendship School which could potentially close it at some point.

Directors discussed – 1) does the Board agree that it wants to continue its involvement in the Friendship Playpark?, and 2) does the Board want to use its volunteer hours and money to support this issue?

The issue was tabled until the next Board meeting. The Neighborhood and Environment Committee will have a recommendation to the Board. The Board should allot 90 minutes for the February 12 meeting. Sara to make sure Pittsburgh Glass Center can accommodate the extra time.

Items for further discussion –

- Verification that the playpark is being inspected.
- Information regarding the recommendation for insurance.

Prior to the next Board meeting –

- Larry will get a quote on insurance and requirements for the policy.
- Larry will review the Pittsburgh Foundation grant.

Election of 2020 Officers

Based on nominations from the floor,

Diana (Vince) moved the following:

Resolved: That the Board elects the following Board officers for 2020:

President	Sara DeLucia
Vice President	Jayne Bower
Secretary	Tom Youngs
Treasurer	Larry Laude

The motion carried.

The officers will take office at the conclusion of this meeting.

Committee Planning Discussion

Director assignments for each committee-

Communications and Community Building – Carla chair, Tom H.

Neighborhood and Environment - Danielle co-chair, Rod co-chair, Carla, Evan T, Diana, Larry

Housing and Business Borders – Vince chair, Tom H., Tom Y., Sara, Jayne, Danielle

Friendship Flower and Folk Festival - Jayne chair, Larry, Danielle

House Tour - Sara chair, Vince and Jayne

Finance – Larry ex-officio chair, Evan T., Evan S., Tom Y.

Communications and Community Building (CCB)

2020 Plans –

- Design and procure t-shirts
- Maintain social media presence with all of the committees
 - This would include the eblast newsletter.
- Update email distribution list
- Consider quarterly post card mailing (not content rich) and buy a mailing list to obtain the physical addresses from the USPS.
- Physical signs to support events - sandwich boards
- Publishing in the Bloomfield-Garfield Corporation monthly publication, The Bulletin
 - Article submission and advertising.
- Engage more diverse constituency in order to help increase volunteer pool
- Need a chair for the Marathon Inspiration Station
- Develop the Street Ambassador program
- Participate in Unblurred
- Increase collaboration with neighboring community groups. (Work with other committees to help with this.)
- Collaborate with the Bloomfield Development Corporation for its summer picnic
- Promote the Friendship Community Group, the brand
- Promote the 2020 Census
- Use Nextdoor more for advertising
- Engage a marketing company for more branding help
- Continue to clarify CCB recommended changes to CCB committee responsibilities (some of which were addressed in this Committee Planning Discussion of the meeting).
- Info – approximately 2800 households and 1100 properties in Friendship

Neighborhood and Environment

Danielle (Diana) moved the following:

Resolved: FCG to apply for the Love Your Block grant of \$1500. 13 in favor and 1 opposed. The motion carried.

2020 Plans

- Continue attention at Baum Grove, includes –
 - Adding electricity for the shed
 - Hillside beautification

- Expand community member involvement
 - Love Your Block Grant - to allow pollinator gardens established in two neighborhood allies and to then expand participation. This will help to expand the neighborhood green spaces.
- Cable line pollution - Contact the cable companies to get input on how to remove
- Increase composting
- Increase rain barrel use
- Partner to increase awareness and participation in Earth Day
- Friendship signs on trash cans
- Playpark decisions (full action to be determined at next Board meeting)
- Develop and issue a newsletter
- Increase participation - tap into college and high school kids needing volunteer hours
- Advertise in The Incline

Housing and Business Borders

2020 Plans

Continuation of the 2019 projects -

- Penn Plaza/Enright Park
- Key Bank
- 5226 Penn Ave
- The Junction
- Baumhaus 2

Housing -

- Working on trash issues with the landlord/rental properties as well as the City (Requirement for private trash pickup is at five units.)
- Private pick up timing - restrictions on when they can come and when cans have to be removed
- Zoning/code issues and building maintenance includes grounds
 - Building maintenance, work with building owners to do a better job. (Start with friendly message.)
 - There are different rules for recycling vs trash.
 - Understand the various City ordinances / regulations and violations and citations for them.

Speakers for community meetings - help identify and arrange.

Note: The Bloomberg Philanthropies Asphalt Art Initiative grant was submitted for street painting at Baum Grove. Grant is for \$25,000. If approved, the grant will require significant community involvement.

Friendship Flower and Folk Festival

2020 Plans

- Review cost of City Police requirement
 - Biggest concern is how much it will cost to hire the police officers to cover the street closures.
 - Can the committee reduce the number of streets that are closed in order to mitigate the costs?
 - The City is specifying police, but is the committee required to have all police? Will private security guards be sufficient?
 - Last year it was three City Police officers for \$1200.
- Sara will help recruit performers
- Review the cost of books sold
 - May be too inexpensive.
- Purchase t-shirts from the Communications and Community Building committee in time for the event
- Recruit vendors (Danielle has some vendors who are interested)

House Tour

Event to be held in late September and will need to review the Steelers schedule to avoid conflicts.

2020 Plans

- Raise \$10,000
- Have seven houses to make the tour successful. (Would like to have one Board member house on the tour. Not Jayne or Tom H. and they have already been on the tour. Rod is offering his rental properties as a possibility. If there is a person interested, they should contact Sara who will provide document to let perspective homeowners know what to expect.)
- Obtain commitments for fundraising
 - There is a form letter to send to prospective sponsors.
 - Would like for each Board member to solicit a minimum of one sponsor.
- Include garden or open space, but limit the number to allow for the event to continue to be a house tour
 - If gardens are included then the committee could sell refreshments as has been done in previous years.
- Review the budget
- Board members to each sell a minimum of two tickets
- Have a happy hour reception for the homeowners
- Need docents and volunteers. (Board members should consider volunteering.)
- Partner with other neighborhoods for marketing
- Increase the diversity of houses? (They do not all have to be big houses. More apartments and small houses.)
- Jayne will host a party after the event

Marathon Inspiration Station

A chair is required. Rod and Martha will assist.

Finance Committee

2020 Plans

- Review "Catchfire" program from the Greater Pittsburgh Nonprofit Partnership
 - This is an opportunity to get professional help for items like marketing.
- Continue switch from Media Temple to Google Suite. (Evan Stein will work with Larry)
- Investigate a United Way donor option for FCG
- Obtain a sales tax exemption
- Update the FCG procurement policy
- Prepare and obtain approval for the FY 2020 budget
- Track FCG income and expenses as compared to budget and keep the Board informed
- Switch accounting from Quicken to QuickBooks
- Establish a separate account for FCG reserve funds
- Close out the 2017 and 2018 CDBG grants
- Submit the annual report to the IRS
- Encourage financial contributions from all Board members

New Business

Jayne (Danielle) moved the following:

Resolved: FCG to purchase access ramps valued at \$600 or less for use at the Fourth Presbyterian Church at 5450 Friendship Avenue, Pittsburgh, PA and to seek sharing of the expense from the Fourth Presbyterian Church. The motion carried.

Martha reported that Victoria Haggerson and her family were moving to Philadelphia and that she has therefore resigned from the Board effective as of the end of this meeting. This leaves a second vacancy on the Board, which may be filled at a later date.

The Board recognized Martha, Victoria, and Ellen DiBiase and expressed its appreciation for their contributions to the Board and the community.

Future Meetings and Adjournment

The first community meeting of 2020 is scheduled for February 20th. Sara is handling the arrangements. Dates for the remaining community meetings need to be decided.

The 2020 Board meetings will continue to be on the second Wednesday of the month. The next meeting is on February 12th. Board meetings will be at the Pittsburgh Glass Center from January through May and then again September through December. June, July and August will tentatively be held at Baum Grove.

There being no further business and absent objection, Martha adjourned the meeting at 12:40 pm.

Submitted by:

Tom Youngs, Secretary

Attachment 1: Meeting Agenda

These minutes were approved at the February 12, 2020 Board of Directors meeting.