



Friendship Community Group
May 2024 Board Meeting Agenda
Friendship Avenue Church | May 8, 2024

The Friendship Community Group held its May Board Meeting on Wednesday, May 8, 2024. The following Board members were present: Ellen DiBiase, Danielle Novick, Elizabeth Reitz Schwall, Julie Grove, Nikki Coffee, Nancy Cohen, Steve Morrow, Rachel Murchison, Abby Slovonick, Aafke Butler, and Sierra Weir.

Regrets from Lee Ann Antol

Ellen called the meeting to order at 7:03, as a quorum was present.

- I. Ellen requested a motion to approve the Consent Agenda items as listed. **Danielle Novick (Elizabeth Reitz Schwall) moved to approve the consent agenda items.**
 - i. March 2024 Quarterly Community Meeting Minutes
 - ii. April 2024 Board Meeting Minutes
 - iii. April 2024 Baum Grove Meeting Minutes
 - iv. April 2024 Outreach Meeting Minutes
 - v. April 2024 Treasurer's Report
 - vi. 2023 FCG Audit Report

- II. **Board Vacancies:**
 - i. Board Resignation: Brian Gruendl has resigned from the Board, effective as of Monday, May 6. The goal is to have a new ZDC Chair in place by the June ZDC meeting (6/4). In the interim, Ellen will lead the May ZDC meeting. Ellen has put a request out to a potential candidate.

 - ii. There remain three vacancies to fill on the Board. Ellen asked that if any members had any prospective candidates, to send the names her way, and she'd reach out to them. Danielle mentioned a potential Board member to contact, and Ellen mentioned another new and active volunteer who might consider a Board position.

 - iii. Ellen noted that any Board members who are replacing a Board member who has resigned would only have to serve until the end of 2024; they would then be up for re-election in October for the 2025/2026 term.

- III. F4 T-Shirt Expenditure
 - i. Ellen resolved that the Board ratify the electronic Board vote taken on April 29, 2024, to approve the purchase of 100 F4 t-shirts from Commonwealth Press to sell at the F4 event on May 11 (and if remaining, at other FCG events). The original quoted cost was \$1,286.50, but the actual invoice was for \$1,338 due to a change in t-shirt material.

 - ii. Ellen requested a motion to ratify the electronic vote to purchase the 100 t-shirts, noting that the final price was \$1,338. **Elizabeth Reitz Schwall (Steve Morrow) made a motion that FCG accept the quote from Commonwealth Press. With 9 votes cast, all in approval, the motion passed.**

- iii. Ellen mentioned that electronic Board votes are time-sensitive. There were three votes missing from the April 29th vote. Ellen asked that Board members remember to check their emails regularly for such occasions. Ellen will use text messages to communicate urgent matters that need the Board's attention.

IV. Updates Needed

- i. 2023 Audit Committee Results & Recommendations (Steve)
 1. The books are accurate.
 2. Start the proposed budgeting process early, ideally starting a year in advance.
 3. Consolidate organizational norms and possible changes in the bylaws regarding financial duties within the organization. This arrangement will be discussed further at a later date with all Board officers.
- ii. Friendship Day of Giving Results (Ellen)
 1. Total raised to date: \$2,778; goal for 2024 is \$3,500.
 2. From that \$3,500, \$2,000 is expected to come from the Board. To date, the Board contribution is \$1,172. Board participation is at 69% (9 out of 13 Board members); goal for all nonprofit Boards is always 100%.
 3. To date, community contributions total \$1,606 from seven households. Ellen recommended that the Baum Grove committee have a discussion regarding a capital campaign initiative to raise more funds for Baum Grove improvements and maintenance.
- iii. Baum Grove (Julie, Aafke, Sierra)
 1. Status of maintenance quotes: Two quotes came in. Whitetail Landscaping at \$2973 per year and Sage Landscaping at \$2,300 per year for grass, mowing, snow removal, ginkgo berry clean up, and bush trimming.
 2. **Aafke Butter (Danielle Novick) motioned to accept the bid from Sage Landscaping for \$2,300 annual fee, knowing that there is some flexibility depending on the amount of work that will ultimately be required for basic maintenance of Baum Grove.**
- iv. F4 Status (Elizabeth and Danielle)
 1. Top sponsors (PNC and First Commonwealth) were discussed
 2. The F4 Chairs made a request to borrow items: tables, chairs, and tents. The F4 committee met after the Board meeting to tie everything together.
- v. ZDC Committee (Ellen)
 1. Children's Home noise violation: Councilman Mosley is now engaged with this project; we have sent him further documentation on the case and its continuances.
 2. Pittsburgh Glass Center issues: Ellen spoke to Heather in April re: privacy, lighting, and fence issues. A post-construction sound study will be conducted over the summer. Neighbors continue to have issues with lighting and noise; Ellen to meet with Heather again in person to discuss.
- vi. Next Quarterly Community Meeting is Wed 5/22. Committee reps to provide updates:
 - ZDC- Ellen
 - Outreach- Nancy
 - Baum Grove- Julie
 - F4 Recap- Elizabeth

V. New Items of Business

- i. The URA Event Sponsorship Grant application for F4 was rejected; its primary focus was on economic development in low-income neighborhoods.

- ii. A City Festival Grant proposal was submitted on 4/15/24 for a Family Back-to-School Movie Night on Fri. Aug. 23. Jeff Tobe has offered to be the event lead.
- iii. Request for each committee to create an FCG Playbook for each of their projects/events, which will serve as a guide for future volunteer/event leads and expedite planning processes year over year. The F4 Committee is to gather feedback from each of their area leads post-event to start working on their Playbook.
- iv. Gillian McTiernan from the Outreach Committee will be the 2024 Yard Sale Lead. Yard Sale registration begins mid-June. Gillian is not able to lead the Baum Grove selling area day-of; we will be looking for two day-of volunteer coordinators.

VI. Upcoming Meetings & Events

- i. Next Board Meeting: Wednesday, June 5th, at 7 pm at Friendship Avenue Church
- ii. Next Quarterly Community Meeting: Wednesday, May 22, at 6:30 pm at Friendship Avenue Church
- iii. FCG Committee Meetings
 - 1. F4 Committee: Wednesday, May 8, at 8 pm at Friendship Avenue Church
 - 2. Baum Grove Committee: Wednesday, May 15, at 7 pm- Baum Grove
 - 3. Zoning & Development Committee: Tuesday, June 4, at 6:30 pm, at Friendship Avenue Church
 - 4. Outreach Committee: Wednesday, June 5, at 6 pm at Friendship Avenue Church
- iv. Other Meetings/Events of Note
 - 1. Monthly District 7 Meeting w/ Deb Gross: Monday, May 13, at 12 pm- Zoom
 - 2. Pgh Zone 5 Safety Council Meeting: Tuesday, May 14, at 6:30 pm at the Kingsley Association
 - 3. Baum-Centre Initiative Meeting: Tuesday, May 21, at 6 pm at UPMC Shadyside
 - 4. Penn Ave. Arts District Strategy Session: Friday, May 24, 9 am – noon, KST's Alloy Studios
 - 5. Penn Ave. Phase II Streetscape Community Meeting: Thursday, June 6 at 11 am- BGC Activity Center
 - 6. Bloomfield Development Corporation Zoning 101 Workshop: Saturday, June 22, 11 am to 1 pm, West Penn Hospital School of Nursing
- v. FCG Summer Picnic: Friday, July 19, 6-9 pm at Baum Grove
- vi. Friendship Neighborhood Yard Sale: Saturday, August 10, 8 am–2 pm

VII. Ellen DiBiase (Steve Morrow) motioned to adjourn the meeting at 8:01 pm.