

Brookline Together

Board Meeting Minutes: April 8, 2019

7:00 pm Brookline Teen Outreach

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: Brock Boutwell, Ally Bove, Tony Griffith, Bill Kim, Lois McCafferty, Caitlin McNulty, Jason Tigano

Board members absent: Heather Fulton

Proceedings:

Meeting called to order at 7:06 pm by Board President Caitlin McNulty.

Approval of prior minutes:

Prior minutes from February 18, 2019 board meeting and March 11, 2019 community had been e-mailed to all board members and posted to shared Dropbox folder. Motion to approve (Bill Kim), seconded (Brock Boutwell), unanimously approved.

Correspondence

Traveler's Insurance – re: Wrap Plus liability policy. Transferred to Bill Kim to follow up.

Sponsorship requests:

- (1) Brookline Breeze: They added an additional level this year – any Brookline Together member businesses will only be asked to pay \$25 sponsorship (less than non-member businesses). The Board agreed to sponsor at the \$200 Mile Marker level – will receive booth, sign @ designated mile marker, 1 race entry, table

- (2) Brookline Youth Hockey: Levels are \$150, \$300, and \$450. The Chamber had previously sponsored at the \$150 level. The board agreed to continue to sponsor at the \$150 bronze level.

Facebook communications from a local business owner, who has been having issues with his landlord not fixing a leaking ceiling. He was advised by Magistrate Motznik and Councilman Coghill to withhold rent in an escrow account; he is doing so. The ACHD gave the landlord until mid-April to make the repairs, and they were started in early April so he is hopeful this will be fully resolved prior to the deadline. The Board discussed that we should create a document outlining the process for dealing with landlord/tenant disputes in the future to have available to any business owner who contacts Brookline Together for help in this regard.

Treasurer's Report

- Bill Kim distributed 4 documents: Programs/Projects Report (details all incoming and outgoing monies in 2019 so far), Statement of Financial Position, Expense Reimbursement Policy, and Expense Reimbursement Form.
 - Expense Reimbursements – items under \$250 will be approved as long as it is in the budget and the proper paperwork has been submitted. Expenses over \$250 will need to be reviewed and approved by the Finance Committee.
- To date in 2019, BT's accounts have a net positive of \$3,225.89.
- Bill Kim requests from all committee chairs to let him know dates of all events and rates of any money coming in, so as monies are paid he'll know what it's for
- Finance Committee is requesting 2 formal motions:
 - Place \$5,000 in a 13-month CD at Community Bank at 2.0% interest. Discussion: purpose (to generate additional revenue), common interest rates (2.0% is slightly higher than usual for a 13-month. Can get a higher interest rate if a longer period, but the committee felt 13-month was appropriate to start; didn't want to commit money to a CD for too long). Motion (Bill Kim), 2nd (Lois McCafferty). Vote: Aye 7, Nay 0.
 - Adopt the Expense Reimbursement Policy and Form as written and previously approved by the Finance Committee. Discussion: As a 501©3, we must follow IRS policies on managing expenses. Individuals will have maximum of 60 days to submit reimbursements to the Treasurer. The Finance Committee has placed a Reimbursement Request folder in the board's shared Dropbox where all policies/forms will be available, and requests can be scanned in. Motion (Bill Kim), 2nd (Brock Boutwell). Vote: Aye 7, Nay 0.
 - Bill will meet individually with each committee chair to review budgeting and prepare for next year; will finalize the budget after these meetings occur.
 - Finance Committee would like budget requests for 2020 by September 1, 2019.
 - Finance Committee will file for sales tax exemption from the IRS. They need to obtain old tax documents from former SPDC Treasurer and then can file the necessary paperwork.
 - Need to file 2018 taxes (under SPDC name). Unclear whether 2017 SPDC taxes were filed; a check was made out to the CPA but records differ re: whether they were actually filed. Bill will work with the former SPDC Treasurer about this.

- Statement of Financial Position will be updated by Bill Kim and uploaded to Brookline Together website by the middle of the month.

Newsletter Report

- Have had two committee meetings in the past month
- Need an updated membership list – Lois and Bill will complete this ASAP. The business membership list IS up-to-date, so Newsletter Committee will begin contacting business owners regarding advertisements. Goal of 10-20 advertisers; that will keep the newsletter solvent for the remainder of the year. Will also reach out to businesses along McNeilly, along West Liberty Ave, etc.
- Will reach out to Patreon contributors regarding if they want to continue contributing and if they want a paper and/or e-mail copy of the Newsletter
- Plan to keep advertising rates flat through 2019 and will consider changing for 2020. Also going to offer a one-month full-page (on the back page) ad for \$200 – ideal for one-time community events or things like that
- Next issue (first issue as Brookline Together) will be released in early July
- Due date for articles will be the first week of June
- Will print 1,000 copies, distributed to Brookline Together member businesses as well as the library, and Sen. Fontana’s office

Membership Report

- Committee has decided to do the business directory for 2020.
- Community membership – e-mail sent to 809 people on the Mailchimp and was opened by 300+
- Membership information is going into all welcome wagon envelopes
- Fox’s and Olive Oil’s will both put a half-sheet of membership information on top of their pizza boxes; we’ll supply the tape. Alex Toner has written it up; he will add a logo to it and send it to Caitlin for printing
- More postcards have been printed and will be distributed
- Shared Google Drive has been created for membership documents; Lois McCafferty, Ally Bove, and Samantha Melhorn have editing privileges
- Discussed removing “Friends Of” membership category because almost no one has used it, so it’s likely not worth the trouble. Will recommend bylaw amendment at the end of the year to make this change and have the membership vote on it.
- Will set up a membership table at events such as the yard sale, Breezefest, etc.
- Would like to get Brookline Together volunteer t-shirts made – logo shirts priced out at \$7.46 each. Discussed and the board agreed to order a number of t-shirts to hand out to all who formally volunteer. Lois and Caitlin will contact committee chairs to help put together a list of how many of each size (adult S through adult XXL) and Caitlin will get formal pricing based on the size breakdown and total quantity. Bill Kim will take information to Finance Committee for

formal approval of the expense. Motion to pre-approve purchase of 100 shirts (Jason Tigano), 2nd (Bill Kim). Aye 7, Nay 0.

Business Development

- No formal committee report yet – next meeting is next week.
- Committee has put together master list of property owners along Brookline Blvd with mailing address for each – so now we should be able to get in touch with each person.
- Want to consider different ways to help facilitate communication to business owners and property owners to ensure buildings are well-maintained and attractive.
- Would like to generate a list of commercial properties that are of concern and work on getting the city to help see if the business is properly permitted

Welcome Wagon

- 18 resident packets sent last month
- Notable sale: 721 Mayville – sold for \$63,500, then flipped and sold for \$141,000

Community Events

- Report given by Lois McCafferty on behalf of Heather Fulton
- Bar Crawl/Mixer is May 25 from 7-10pm
 - Two different groups will be formed to avoid overwhelming the businesses
 - Tickets will be available on Eventbrite for \$10, will give access to food and beverage specials
 - Attendees will get a stamp at each bar, will give entry to a raffle at the end
- Community Yard Sale is June 2
 - New posters and banner are in
 - \$20 entry
 - Obtaining a permit to have a joint location at the Memorial Park / Rec Center parking lot for people who don't want to sell from their house
 - Brookline Knights football team will be selling concessions at the Park also
- Art on the Boulevard is June 29
 - Seeking artists for the event and additional businesses to participate
- Breezefest is August 10
 - Vendor information is available on Brookline Together website
 - Considering not closing Brookline Blvd, but using space around the cannon to bring in 8 food trucks.
- Halloween Parade: last Saturday in October
- Light up Night: November 30? (will double-check this date)
- Events in the works but not yet confirmed: Bark in the Park, Halloween washable painting contents in business windows

- Note for the future: need to put Brookline Together branding on all online ads for events; Tony Griffith will help with this

Beautification Report

- City will install outlets at the cannon park; Councilman Coghill's office has agreed to cover the cost. Brookline Together will get a key and can control the timer for holiday lights. Beautification Committee will work with Community Events to ensure that holiday decorations are taken care of around the cannon with the rest of Light-Up Night
- Mini clean-ups 3rd Sunday of the month, except May - because of the bar crawl it'll be 5/26. Tony will oversee the May and June mini clean-ups and then others will begin taking over
- Tony Griffith and Jason Tigano will work together with their committees on Adopt-a-Plot planters along the Boulevard.
- No Littering signs along the Blvd will be installed within the next month or so
- Will continue using volunteers from Pitt Make A Difference Day; will soon discuss what projects to tackle
- Jeff from Beautification Committee is taking the lead on potential to install additional community welcome signs on roads other than Brookline Blvd and Jacob/Whited St.
- Crosswalk safety – report on Blvd @ Stebbins. The city did a traffic study and determined: the curb bump is sufficient to deter speed, signage is sufficient, and there is not enough traffic to warrant a traffic signal. We will continue to reach out if any concerns continue.
- Tony Griffith will follow up with Ernest from the mayor's office re: having DOMI come to a BT Community Meeting to hear residents' concerns and provide information
- Apiary – Lisa Wilson and Caitlin McNulty are following up on this.
- Dog Park – at Rec Center or near Apiary? Lisa Wilson is pursuing this.
- Location for community shed with donations from Lowes?

Update on Burgh Bees Apiary

- Jeff from Burgh Bees and Caitlin McNulty have been in contact; they had a conference call on 4/5/19 with Caitlin McNulty from Brookline Together, two representatives from Burgh Bees, and City of Pittsburgh. Burgh Bees needs to complete permitting and other documentation, then submit to Brookline Together for approval, and then it can be submitted to the City for final approval.
- Burgh Bees is creating a timeline for the remaining processes.
- Caitlin distributed a Memorandum of Understanding (which is not legally binding) between Brookline Together and Burgh Bees for the Board to review.
- The MOU suggests that Brookline Together would cover costs of extending electrical service and establishing water service at the site. It is believed that electricity is already available at the site, but water is not.
- The MOU suggests that Burgh Bees will be responsible for the cost of installing and maintaining the apiary, fencing, establishing sufficient parking, etc.

- The MOU commits Brookline Together to 2 annual volunteer work days for general maintenance of the grounds at the Jacob/Whited site.
- Motion to approve the MOU and pursue cost estimates for the work on the property (J. Tigano), 2nd (Brock Boutwell). Aye 7 Nay 0.
- This information, as well as details on costs and projections of expenses moving forward, will be brought to the next public community meeting for discussion and a vote of approval.

Strategic Planning

- Jason Tigano has reached out to a few people to find someone with experience doing strategic planning with neighborhood groups, to assist the board with overall strategic planning for long-term goals for Brookline Together. Hopefully in May or June.

Motion to adjourn (J. Tigano), 2nd (Tony Griffith), all in favor. Meeting adjourned 8:57 p.m.