

Brookline Together Board Meeting Minutes October 11, 2021

Board Officers:

President: Caitlin McNulty

Vice-President: Blake Plavchak

Secretary: Ally Bove

Treasurer: Bill Kim

Finance Co-Chair: Mark Hopkinson

Community & Business Engagement Chair: Melissa Kilmer

Community & Business Engagement Co-Chair: Sami Melhorn

Beautification Chair: Lisa Wilson

Beautification Co-Chair: Blake Plavchak

Present: Caitlin McNulty, Bill Kim, Lisa Wilson, Melissa Kilmer

Excused: Blake Plavchak, Ally Bove, Mark Hopkinson, Sami Melhorn

Caitlin McNulty called the meeting to order at 7:05pm

- September Minutes were approved motion Bill 2nd Melissa all in favor.
- Treasurer Report – Budget Report
 - Available balance \$\$22,655.47
- Budget Review
 - Budget drafts due 9/30 - Review
 - Final Draft due 10/18
 - Finance committee review 10/25
 - Approval vote 11/8
- New Business
 - Mayoral Debate hosted by Casa San Jose tonight
 - Blake and Mark in attendance
 - BT co-sponsor
 - 2022 elections - Review
 - President, Secretary & Beautification positions are up for election
 - All sitting board members will be considered – Caitlin – President, Ally – Secretary, Lisa – Beautification
 - We have no other nominees as of this time to run for upcoming positions.
 - Call for additional nominees happened at September meeting
 - Nominees must be a BT member in good standing and have served on a BT committee
 - Candidate ballot will be approved at November 2021 Community Meeting
 - Candidate slate will be communicated to BT membership in December
 - Voting will occur at the January 2022 meeting

- Members must be present to vote
- Updates
 - Beautification
 - Planter beds – cleaned up by Plantscape
 - Need supplemental landscaper as they come infrequently and without notice.
 - Caitlin will talk to Quality Landscaping and Q&A Landscaping about capacity for becoming on deck landscapers for BT projects and blvd. maintenance
 - Shed - Jason Shymoniak has been helping Lisa with the permits and understanding of what is needed in order to move this along. We are now running into issues of finding a shed company that can provide the drawings that we need and to also supply a shed. We are also going to consider looking into a Con X container or a shipping container of some sort. We are still slowly moving along.
 - MJ Lawn service – is longer working for us due to certain situations felt it was better to go separate ways.
 - Caitlin will talk to Quality Landscaping and Q&A Landscaping about capacity for becoming on deck landscapers for BT projects and blvd. maintenance
 - Flag poles – fixed. Keys are housed at BTO
 - Mural – concept approved by Art Commission
 - DPW repaired and painted wall 10/5/21
 - Caitlin met with muralist 10/5/21 to discuss design development
 - Randi from Eye on Design is willing to take it on. \$4,000 grant from Duquesne Light will be used toward design fee. Total could end up costing towards \$16,000.00
 - Caitlin will look for more grant funding
 - Timeline
 - Artist design submission due December
 - Present at January BT meeting, send to membership, post to social media for feedback (requirement of Art Commission)
 - Make any adjustments to design and have them completed by February
 - Prepare for Art Commission Final Review in March – if there are issues, may need to go back in April
 - Mural work will begin in Late May/ early June
 - To be completed in early August in time for Breeze?/Breezefest
 - Jacob/Whited welcome sign – did not receive art commission approval for new sign
 - Caitlin is going to go down with her handy dandy bag and fix
 - May need to be reimbursed for some supplies – minimal expense
 - Love Your Block Grant – will not be used for sign
 - Will be used to hire landscaper to cleanup and update area and fix sign
 - Quality Landscaping – located in Brookline - will perform work beginning 10/15
 - Estimated Cost \$2,000
 - Will be invoiced ASAP after completion.
 - Bill proposed using additional funds to purchase gravel for parking pad that will be placed just behind this space
 - Jacob whited plan
 - PA One Call marked site

- Gs, water ok
 - Phase one learning should be done by 10/20
 - Followed by work from Greater PGH Tree
 - Then Second round of clearing and grading
- Wreaths
 - Tentatively planned to be put up on Saturday November 20th. Waiting to hear back from Community Bank on whether they have someone to open up for us due to schedule conflicts. Mr. O'Toole is still willing to put up for us for just the cost of the truck.
- Membership
 - Letters are nearly ready to go out.
 - Board members reviewed
 - Add costs of events and services that people may not know BT does or how much it contributes.
 - Social Media campaign
 - E-newsletter content
 - Business member spotlights each week
 - Highlight BT's work especially things people assume the city does and show cost (in dollars or volunteer hours) per year
 - Link donate button or membership signup to gain funds/involvement
 - Food trucks
 - Doggie pot bas
 - Cleanups
 - Etc
- Events
 - Light Up – Saturday, November 27th
 - Info to go out soon
- Newsletter/Blog
 - New member will make a monthly e-newsletter
 - Newsletter blog will have a lady named Maggie from PTA at Brookline Elementary to help Melissa with. We will also have her put into the letter what it is Brookline Together brings to the community each month and what it costs for us to run these events or provide things such as Doggie pot bags.
 - Content will be shared with membership and piecemeal via social media, added to website blog
- Christmas Ornaments – Approved from Holiday party budget
 - Also approved purchase of cards
 - BT Board will get together on a Friday evening after 6:30pm at BTO after ornaments are delivered to sign cards and get ornaments
 - Date TBD
 - Ornaments will be hand delivered to resident and business members to save on shipping costs and to make it even more personal.
 - 88 total members – each board member will be responsible for delivering ornaments within one week of receiving ornaments for distribution
 - Maximum number each board member will be responsible for – 15
 - If committee vice chairs also participate that number is 11

- BT Festival of Trees – Ally’s call for help if anyone is interested
- Breeze 5k. Status for next year? has anyone heard from the city? BT vs City responsible?
 - Caitlin emailed 10/12 to follow up
 - Gave 1/14 as deadline if help is needed from BT
 - Planning hat we will likely not participate
- Brookline Farmers Market
 - Melissa is working to revive this
 - Will require permit
 - To be set for Sundays from 10am-2pm at Cannon Park
 - Already has vendors
- Business Development- networking, resources
- Event calendar for next year
 - Nearly ready and will be distributed with membership renewal/signup
- Information for upcoming meetings
 - November Community Meeting Theme: Housing in Brookline & Giving Season Resources
 - CORO fellow, Noah, in Councilman Coghill’s office helping city to understand the housing market in Brookline – 30-minute presentation and Q & A
 - Outreach Resources: Blake (city), Lance
 - Approve budget
 - Election reminder
 - No Holiday party this year, but members should be on the lookout for a something special in the mail.
 - January 2022 Board meeting will include elections and board amendment voting
 - Only BT members are eligible to vote
 - Renewals for membership will be sent out in December
 - New members can apply at <https://www.brooklinetogether.org/membership>

Meeting adjourned 8:50pm Motioned Catlin, 2nd Bill, all in favor

Mission: To promote a vibrant and livable community through collaborative initiatives that unify Brookline’s business and residential interests.

Goals for 2021:

1. Increase membership
2. Increase revenue
3. Improve communications