

Brookline Together Board Meeting Minutes December 13, 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, Ally Bove, Melissa Kilmer, Lisa Wilson, Samantha Melhorn, Mark Hopkinson, Guest: Matthew Falcone, President of Preservation Pittsburgh

Excused: Blake Plavchak

Caitlin McNulty called the meeting to order at 7:01pm.

- Matthew Falcone, President of Preservation Pittsburgh
 - Potential to have the Sal's Barber Shop building designated as an historic landmark – will submit application in early 2022 when the city's review committee comes back from winter recess
 - 3-step process that takes 6-8 months. Final step is City Council approval.
 - Preservation Pittsburgh would like Brookline Together to assist with the signature-gathering process.
 - Discussed whether a historic landmark designation will make it difficult for any future business owners to make changes to the façade of the building – it appears that this has not been an issue in the past for other commercial buildings seeking to make exterior changes.
- November community meeting minutes were approved as distributed to the Board (Motion: C. McNulty, 2nd: Bill Kim, 7 in favor, 0 opposed, 0 abstentions).
- Treasurer Report
 - Available balance \$18,846
 - Including recent payments for Welcome Wagon and Brookline Lights Up events.
 - Balance will drop temporarily due to some payments for Jacob/Whited work that will be reimbursed
 - Taxes – Bill is working on back taxes (issue from our predecessor organization). 2019 and 2020 have been filed; 2018 have been sent to the accountant assisting with this.
 - 501(c)3 status – currently unclear if we'll need to completely re-file or if prior status can be renewed. We previously completed the paperwork that was requested but there was an error that the IRS never alerted us to. Accountant is helping us with the process now. Cannot apply for grants until this issue is resolved, which may throw off our community garden plans.
 - Discussed starting over with a new 501(c)3 application in January 2022.
- Budget for 2022 is approved and will be distributed to all board members for planning purposes

- Old Business
 - Membership
 - Membership letters for 2022 are in-process and will include the slate of candidates for elections in January 2022. Membership information has been updated for 2022 on our website.
 - Holiday cards and ornaments are in the process of being distributed to all 2021 BT members.
 - Events
 - Updates
 - Brookline Lights Up was well-attended and went well.
 - Next year it will be held the following week, which should increase small business participation and attendance from community residents who often travel the weekend of Thanksgiving.
 - Holiday-related contests on our social media are occurring weekly; winners receive a Brookline Together reusable shopping bag and holiday ornament.
 - Breeze Race – the City of Pittsburgh has a confirmation letter outlining responsibilities of the City of Pittsburgh and the race partner (which would be Brookline Together). Caitlin recently spoke with the City.
 - Saturday, August 13, 2022
 - BT will be responsible for volunteer recruitment and coordination, barricades, sponsorship, advertising, race packet pickup, raffle, shirts.
 - City will be responsible for budget development, race day logistics (race course management, race timer), some race day staff @ park, advertising via city channels (which is minimal), and equipment support.
 - We can manage sponsorship in conjunction with Breezefest but BT will need to designate the exact amounts that go to the Breeze vs. Breezefest.
 - Need to have clear start and end times for Breeze and Breezefest separately and have separate permits for the two. The City will provide the Breeze permit and barricades free of charge. Any city services (e.g. police) need to be changed when Breeze ends and Breezefest begins.
 - Food pantry usually manages the food (water, Gatorade, fruit, bags of chips)
 - Melissa M. (who used to be the director of the Breeze race) will maintain the website but cannot be there on the day of the race. We'll ask if she has any other people in mind who could help manage things on the day of.
 - Debbie B. (who also used to run the Breeze race) is willing to help us this year.
 - Any giveaways can be given out at the end of the race upon completion (rather than at the beginning, because racers may not have anywhere to put their things).
 - Our Breeze committee will have regular meetings and invite City representatives.
 - The outgoing Breeze 501(c)3 organization will need to transfer remaining funds to BT by late winter so that we can afford to make the t-shirts and advertisements that require up-front monies before we have registration fees coming in.
 - Beautification
 - Updates
 - Holiday lights

- Received a question from a member re: whether we are raising funds for the holiday lights this year – we hadn't done this yet, but Lisa will follow up.
 - Discussed doing an annual Beautification Drive – will start ASAP and focus on holiday lighting donations, then pick it up again in spring for good-weather beautification projects.
 - Caitlin will add a button to the website; Lisa will send Ally a list of items and costs; Ally will schedule social media posts and e-mails to our membership and general e-mail list.
 - Working on scheduling a date for taking down the wreaths – coordinating with Community Bank. Lisa will share the date when it's available.
- 2020 Love Your Black reimbursement check should be arriving to BT shortly; 2021's will arrive in January or February of 2022.
- Jacob/Whited / Community Garden
 - A few people have reached out regarding helping with the project who have experience with community gardens; Blake will reach out to them in early 2022 with more details.
 - Blake is creating a Community Garden Member Handbook; the Board will need to review and approve it.
 - Considering additional grants that could help with the costs.
- Mural
 - A local artist will provide her rendition to Caitlin by 1/3/22 to be presented to the community at the January community meeting.
 - Will hear feedback from the community and make adjustments as needed.
 - Major changes, if needed, will be presented to the community at the March community meeting.
 - Art commission approval in March-April
 - Mural completion in June-July 2022; goal is for it to be ready before Breeze/Breezefest.
- Shed
 - A 20 ft storage container (\$4,190) is less expensive than a shed, but would still need to have a foundation installed. It will cost \$500 for an engineer to design the concrete slab. Price for contractor to install the concrete slab is TBD. Permitting process and costs are TBD. First, we will speak to the property owner to see if this plan would be feasible before moving forward with additional quotes.
- New Business
 - 2022 elections
 - Nominees:
 - President: Caitlin McNulty
 - Secretary: Ally Bove
 - Beautification Chair: Lisa Wilson
 - Candidate slate will be communicated to BT membership in December
 - Voting will occur at the January 2022 meeting
 - Members must be present to vote
 - Only BT members are eligible to vote

- January 2022 meeting –
 - BT Board Elections
 - Tosh Chambers from Move PGH – Mobility Hub Presentation
 - Jacob/Whited Update
 - Mural – Review artist drawing
 - Upcoming projects & events in 2022
- Ideas for March 2022 meeting
 - Informal community needs assessment to engage Brookline community members
- Other Announcements
 - Newsletter is being revived and will be sent out to membership.

The meeting was adjourned at 8:58 p.m. (Motion: C. McNulty, 2nd: A. Bove, 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