

# Brookline Together Board Meeting Minutes February 7, 2022

## 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, Blake Plavchak, Melissa Kilmer, Lisa Wilson, Bill Kim, Ally Bove, Mark Hopkinson

Excused: n/a

Caitlin McNulty called the meeting to order at 7:03 PM.

## Brookline Together February 2022 Meeting Agenda

- Approve January Minutes – Motion (Bill Kim), 2<sup>nd</sup> (Melissa Kilmer), all in favor, 0 opposed, 0 abstentions.
- Treasurer Report – Bill Kim
  - 2021 Profit/Loss Report, split by committee, not including grants:
    - Overall: loss of \$1,309
      - \$15,537 income
      - \$16,846 expenses
      - After receiving the check that the City owes us, it'll bring us ~\$100 into the black for the year.
    - Community events: \$4,209 profit
      - Mostly from membership dues
      - Breezefest had a \$76 profit (but likely is actually \$1500 because the City is reimbursing us for 50% of the cost of police for the day of Breezefest)
      - Yard Sale had a \$253 profit
    - Beautification: \$2,378 loss
      - Holiday lights: \$340 loss
      - Blvd maintenance / clean-up days: \$1,468 loss
      - Jacob/Whited (excluding grants): \$445 loss
    - Operations: \$3,140 loss

- Includes insurance policies and general operations.
  - Grants:
    - Duquesne Light grant (mural): Grant is for \$4,000; have spent \$500 so far
    - Jacob/Whited Love Your Block: Grant is for \$2,006; spent \$2,006
    - Jacob/Whited URA: Grant is for \$19,995; spent \$18,881
  - Memberships: income of \$5,775 total
- 501(c)3 status: Proposal to dissolve SPDC and get a new 501(c)3.
  - Overview of the issue: After the merger of South Pittsburgh Development Corp (SPDC) and the Brookline Chamber of Commerce to create Brookline Together, we have been operating under the former SPDC's non-profit registration. Unfortunately, SPDC did not file taxes for several of the final years that the organization was in existence. Because of this, the 501(c)3 status was revoked. Brookline Together has been working to file the old taxes and regain the 501(c)3 status, but it has become clearer recently that it will be faster and simpler to start over.
  - Proposed timeline:
    - February 2022: dissolve SPDC as of December 31, 2020 and file for a new EIN under Brookline Together, Inc.
    - March 2022: Submit PA non-profit registration, and file our 2021 taxes under new Brookline Together EIN
    - May 2022: Submit 501(c)3 application under Brookline Together, Inc., close out old SPDC bank accounts
  - Discussion & questions among the board:
    - Bank choice:
      - Desire to remain customers of Community Bank, because they have been a great partner to our organization.
      - Unfortunately, their technology doesn't integrate with Quickbooks (the software we use for accounting), so having our accounts at a different bank (PNC) whose tech integrates with Quickbooks makes the Treasurer's job considerably easier.
      - In the future when financially healthier, can purchase CDs and other savings products from Community Bank.
    - Insurance:
      - We will need to let our insurance company know that this change is occurring and do our best to avoid a lapse in service.
      - The insurance company is likely to require us to get a brand-new policy and not allow us to transfer the SPDC, Inc. policy to Brookline Together, Inc.
      - In the interim, if we have any large events we could potentially use Brookline Teen Outreach as the official sponsor to make sure we're covered by insurance.
  - Motion (Bill Kim): to dissolve South Pittsburgh Development Corporation (non-operating) and to form a new nonprofit to be named "Brookline Together, Inc." The new organization structure shall be fully filed and the dissolution of "South Pittsburgh Development Corporation" shall be filed no later than the last day of April, 2022. 2<sup>nd</sup>: Ally Bove. All in favor, 0 opposed, 0 abstentions.
- Old Business
  - Membership update
    - Currently at 45 business members and 42 community members for 2022
  - Events

- Breezefest:
    - Permit is being submitted to the City shortly. (And the City does the permit for the Breeze themselves.)
    - Vendor registrations are open and are rolling in.
    - 1<sup>st</sup> meeting about the Breeze race was last week, and the City sent a representative.
    - We will receive \$1,500 from the City for the Breeze and they will provide the permit and emergency services, but they keep all of the money from registrations. So any other money we need to pay for everything related to the race (shirts, prizes, food and drink, etc.) needs to come from us generating sponsorships.
    - Per our agreement to take over the Breeze race, the former race organizers have until March 1 to dissolve the dormant Brookline Breeze 501(c)3, close the bank accounts, and transfer the remaining funds to Brookline Together. If not, we feel that we will have to void the agreement. So far, our monetary output includes paying the contracted race director a \$300 down payment that would be lost, but the remainder of that contract can be voided.
      - Caitlin will send a communication to the treasurer of the Brookline Breeze 501(c)3 reminding them of the looming deadline and stating that our organization will need those steps to be completed by March 1 or we will consider our agreement with them to be void.
      - Will wait to send out sponsorship letters until after March 1 when we know if sponsorships are available for Breeze and Breezefest, or Breezefest only.
  - Farmer's Market permit has been submitted
  - Yard Sale permit has been submitted; event is June 4-5, 2022 from 8am-2pm both days. Registration is open on our website.
- Beautification
  - Updates
    - Wreaths –
      - We have enough wreaths for the whole Blvd. We are currently working on selling the old lanterns that haven't been used in years. Lisa also proposed selling or otherwise getting rid of a few of the mistletoe
      - New date for taking down the wreaths is March 19. Unfortunately the take-down has been postponed twice due to inclement weather and extreme coldness.
      - Some of the utility poles are lacking the brackets needed to hold the wreaths. Looking into cost-effective options for re-installing a few.
    - Blvd. storage – Lisa spoke with Nat from Hayes Engineering and they're working on finding other options for safely installing the shed that won't be cost-prohibitive. Leaning toward a Conex box, which probably can fit the holiday wreaths but perhaps not much else. May also need a fence around the shed; working on options for that.
    - Next cleanup likely in April, somewhere around Earth Day, combining cleanups and planting.
    - Jacob/Whited update & Community Garden Planning
      - Committee will meet re: space planning; Blake and Lisa will set a meeting with the list of individuals who reached out about volunteering to assist with the process
      - Likely need to create a manual or handbook for how space in the garden will be created and made available to folks
    - Mural – review updated concept drawing
      - Board received the updated concept drawing ~ 1 week before tonight's meeting.

- Feedback from Board members thus far re: the updated design:
  - The new color scheme is great
  - Would prefer the removal of any words on the mural other than “Brookline”
  - Need to ensure that dek hockey is represented (other sports are included, but it’s very important that we include dek hockey because we’re collaborating on this mural). Brookline Dek Hockey will be asked for feedback, and will be signing off on the design that we submit to the Art Commission.
  - If people are included on the mural, make sure it’s not just boys playing sports – make it more inclusive.
- Will request additional edits and then send to membership and put on social media for feedback. Want this done prior to our next Community meeting, because we need to put the proposal in to Art Commission by the first Wednesday in March.
  - Memorial Day Parade – 10am on May 30. We typically hand out candy along the parade route. We will let the parade committee folks know that we will participate.
- Community
  - Sal’s Barber Shop update (see December minutes for prior details of this) – Sal is not interested in his building being designated a landmark, so this is not moving forward.
  - Mobility Hub – MovePGH has proposed putting a “mobility hub” (e-scooters, etc.) in Brookline, somewhere along the Blvd. The Board discussed this via e-mail and again in tonight’s meeting. Consensus is that this is not a good idea unless and until additional traffic calming measures and pedestrian safety measures are put into place on Brookline Blvd.
    - Idea for March 2021 community meeting: talk about what traffic calming on Brookline Blvd could look like, and offer space for people to offer ideas and express concerns. Blake will reach out to DOMI and ask them to send a representative to the meeting.
  - Economic Development Roundtable Event – Melissa
    - To watch - <https://www.youtube.com/watch?v=r7eK64DzpH4&t=25s>
- New Business
  - March meeting topic: Traffic and Pedestrian Safety in Brookline
  - Brookline Insider newsletter is now going out to members – can send the agendas for community meetings out in those newsletters.
- Reminders
- Other Announcements

The meeting was adjourned at 8:40 pm. (Caitlin McNulty made the motion; Bill Kim seconded the motion, all in favor.)

---

**Notes for upcoming community meetings:**

- March 2022 Community Focus: March meeting topic: Traffic and Pedestrian Safety in Brookline

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

**Goals for 2022:**

1. Increase community involvement
2. Increase tangible community impacts
3. Improve communications
4. Create generative funding streams