



Board of Directors Meeting Minutes
January 12, 2019

The annual retreat of the Friendship Community Group Board of Directors was held pursuant to notice on January 12, 2019 at the Bloomfield Garfield Corporation's Community Activity Center, located at 113 North Pacific Avenue Pittsburgh PA.

Directors Martha Terry (President), Jayne Bower (Vice President), Larry Laude (Treasurer), Evan Stein, Ellen DiBiase, Rod Cunningham, Evan Tobin, Vince Manetti, Tom Youngs, Kristin Hughes, Victoria Haggerson, Danielle Novick, Tom Hritz and Diana Ames were present. Retired Director John Axtell also attended.

A quorum was noted to be present, and the meeting was called to order at 9:00 by Martha, with Larry taking the minutes as acting secretary.

The meeting agenda is attached. The retreat was held in lieu of the January board meeting.

Approval of Minutes

Approval of the minutes of the December board meeting was deferred until the next board meeting.

Introductions

Martha asked each of the Directors to introduce themselves and to provide some information on their background and interests. A team building exercise followed and showed the importance of collaboration and cooperation.

Member Orientation and Committee Descriptions

Martha asked Larry to review the mission of the Friendship Community Group and the roles and responsibilities of the officers and committees. Larry provided a position paper on the roles and responsibilities and a summary of the 2018 goals and objectives from last year's annual retreat. Larry also handed out a summary of the Fiscal Year 2018 income and expenses and a draft 2019 Budget.

A short discussion on the committees followed. Larry asked that the committees identify those persons that were considered to be committee members as opposed to supporting volunteers, with the committee members considered those who participated in the committee decision making process.

Jayne spoke for the House Tour committee and stated that their recommendation is that the House Tour be held every other year alternating with the Shadyside House Tour. This would have a significant impact on FCG finances. Martha asked the committee to present this recommendation at the February board meeting with a fuller discussion of the pros and cons.

Larry identified that an Audit Committee will be needed to review the 2018 finances during the first quarter of 2019. Ellen reminded the board that the nominating committee should be active throughout the year to support board development.

Conflict of Interest Policy

Martha asked Larry to address the FCG conflict of interest policy. Larry summarized the policy and asked each of the directors to sign the annual affirmation indicating that they are familiar with the policy and will comply with its requirements.

Election of 2019 Officers

Based on nominations from the floor,

Kristin (Evan Tobin) moved the following:

Resolved: That the Board elects the following board officers for 2019:

President	Martha Terry
Vice President	Jayne Bower
Secretary	Danielle Novick
Treasurer	Larry Laude

The motion carried.

The officers will take office at the conclusion of this meeting.

Approval of Committee Chairs

Based on committee recommendations and discussions with board members,

Larry (Danielle) moved the following:

Resolved: That the Board approves the following committee chairs:

Communications and Community Building Committee – Ellen DiBiase and Victoria Haggerson, co-chairs
Yard Sale (subcommittee of CCB) – Sara Parisi, chair
Neighborhood and Environment Committee – Evan Tobin and Rod Cunningham, co-chairs
Housing and Business Borders Committee – Vince Manetti, chair
House Tour Committee – Jayne Bower, chair
F4 Committee – Martha, chair; Dutch McDonald and Julie Grove, vice chairs

The motion carried.

Chairs and membership of the Audit and Nominating Committees will be determined at a future meeting. Larry, as Treasurer, will be the ex-officio chair of the Finance Committee.

The Year Ahead

The committees then broke into groups for discussion, updates on 2018 objectives, and consideration of goals and objectives for 2019.

Communications and Community Building Committee

Before discussing the 2019 goals and objectives, Ellen presented a draft Communications Strategy for board review and approval. This is a requirement for FCG applying to become a Registered Community Organization (RCO).

Following discussion, Vince (Danielle) moved the following:

Resolved: That the Board approves the FCG Communications Strategy:

The motion carried.

A copy of the approved Strategy is attached.

Ellen identified the intended committee members as herself and Victoria as co-chairs, Jeff Tobe, Abigail Gardner, Emily George, Meredith Maverro, Jayne Bower (who will chair the Marathon subcommittee), Tom Hritz, Ted Cmarada, Susan Spangler, and Allan Ellis. She also identified that Sara Parisi will continue to chair the Yard Sale subcommittee.

Ellen then reviewed the committee plans for 2019, starting with the list of scheduled events. The web site will be updated, with emphasis on donors, board biographies, and merchandise sales. There will be a renewed effort to restart the Street Ambassador program, pending the designation of a point person to lead it.

Ellen also spoke to the need for all directors to contribute financially to the organization. This will be important in demonstrating to potential funders that the board fully supports the organization.

Committee objectives for 2019:

- Continue to build up the FCG website: add merchandise to online store, add board member bios, add donor recognition (individuals, businesses, event sponsors, grants) section
- Produce a Save-the-Date magnet for the 2020 FCG schedule
- Continue to build FCG engagement via social media and collaboration with other organizations and local businesses, including initiatives such as implementing a FCG Instagram page and publicizing the accomplishments, large and small, of FCG as they happen
- Identify new point persons for Marathon Inspiration Station and Street Ambassadors program, and launch Ambassadors program once a lead has been identified
- Engage a more diverse constituency, including but not limited to: people of color, people with special needs, children/teens, renters, and residents between Graham and Negley Aves, both on our Board and in our general membership
 - Add family play date at Montessori Playpark
 - Fill board vacancy (1 as of January 2019)
 - Engage more children/teens/families in Marathon Inspiration Station
 - Provide information for residents around more topics applicable at the household level
- Achieve 100% Board participation in FCG “All-In” 2019 donation campaign
- Identify additional writers for B-G Bulletin articles, create an article schedule for 2019, and assign months/topics
- Assist in fulfilling requirements to become a Registered Community Organization: draft and approve a communications strategy, post all 2018/2019 minutes on website, and write a more succinct mission statement
- Collaborate with the Bloomfield Development Corporation (BDC) (Christina Howell) on the annual Friendship Park Picnic in Bloomfield
- Host two family movie nights in Baum Grove at the start and end of summer
- Design and sell new merchandise: youth and adult t-shirts, reusable totes, and 2019 holiday ornaments
- Audit FCG email lists: all/general, plus committee, event, and event volunteer lists
- Create inventory of FCG merchandise
- Implement “Pets of Friendship” feature on Facebook/Instagram

- Pursue a presence at Unblurred/First Friday events on Penn Ave., such as partnering with a restaurant for a 10% discount while hosting a Friendship social mixer there

Neighborhood and Environment Committee

Evan Tobin spoke to the committee plans for 2019. The identified committee members are co-chairs Evan and Rod, Kristin, Danielle, Diana, and Barbara Adams.

The primary current task is procurement and installation of the shed for Baum Grove. This will require a zoning variance due to the intended location of the shed. John Axtell agreed to help with the variance submittal.

Funding for the Baum Grove improvements had been available through two current CDBG grants. However, Larry announced that just prior to the meeting, we had received word from the city, that the grant funds could no longer be used for what they considered to be “construction” – including the sidewalk repairs and the new stairs and railings. We will need to re-evaluate what projects that the city will consider appropriate to fund. This will have a definite impact on costs of the work at Baum Grove. The shed can be funded as long the submitted costs are for procurement of the shed, and not for the intended concrete base. A recycling bin was suggested as a possible fundable project.

Committee objectives for 2019:

- Install a shed
- Obtain the zoning variance
- Need a person to focus on the Play Park
- More frequent meetings
- Manage landscaping at both Baum Grove and the Play Park
- A sign at the Play Park identifying FCG’s responsibility and contribution
- Recycling bin
- Obtain grant sources for:
 - Green space
 - Improve composting
 - Recycling
 - “green ambassadors”
 - Sustainable projects

Housing and Business Borders

Vince spoke for the committee. The committee members for 2019 are Vince (chair), Evan Stein, Tom Youngs, Danielle Novick, John Axtell, Stefani Danes, and Jennifer Haven.

The committee is focusing on a database for housing occupancy and will continue to follow zoning issues. Becoming an RCO will definitely help with the latter.

Committee objectives for 2019:

- Promote and facilitate energy efficiency strategies to keep housing affordable
- Create a database of reliable community resource recommendations (contractors, plumbers, roofers, etc.)
- Investigate a neighborhood investment fund that provides seed money for neighborhood projects
- Foster landlord accountability, encourage good leasing practices, and promote responsible building maintenance
- Work with the Penn Avenue Arts Initiative to continue development of a vibrant arts community

- Re-evaluate neighborhood zoning designations, including the number of rental units in any one property
- Advance better housing policy and tools locally and regionally by working with City agencies and departments.

House Tour Committee

The committee will present its recommendation for the future schedule of the House Tour at the February board meeting.

F4 Committee

The F4 Festival will be held on May 11th this year. Martha identified the committee members as herself, Julie Grove and Dutch MacDonald as vice chairs, Michelle Timon, Lenore Williams, and Penelope Morrison.

Children's Home Sound Study

Martha provided an update on the issues with noise levels from the Children's Home HVAC equipment. No response has been received to a letter sent to the Mayor of Pittsburgh summarizing the issues and providing a copy of the sound study we commissioned. Martha will follow up with a second copy of the letter to the Mayor along with copies to his chief of staff, our two City Council representatives, and to the city's community relations staff. These will be followed up with a phone call or email to those persons to ensure the letter gets the desired attention. Discussion followed on how best to proceed with alternative approaches.

Future Meetings and Adjournment

The first community meeting of 2019 is scheduled for January 17th. The CCB Committee is handling the arrangements. Tentative dates for the remaining community meetings are April 18th, July 12th or 17th (the Friendship picnic), and October 17th (annual meeting and elections).

The 2019 board meetings will continue to be on the 2nd Wednesday of the month. The next meeting is on February 13th. Martha announced that the meetings would be at the Pittsburgh Glass Center at least through May. Suggestions for alternate locations were considered.

There being no further business and absent objection, Martha adjourned the meeting at 12:30 pm.

Submitted by:



Larry Laude, Acting Secretary

- Attachment 1: Meeting Agenda
Attachment 2: Communications Strategy

These minutes were approved at the February 13, 2019 Board of Directors meeting.