



REGENT SQUARE CIVIC ASSOCIATION

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS (draft)

April 7, 2008, 7:05 p.m. – 9:00 p.m.

7604 Charleston Ave., Pittsburgh, PA 15218

First draft dated April 8, 2008; *revised April 28, 2008*

NOTES: *Corrections or additions to first draft are in red*
Items needing clarification are in blue

Attendance:

Voting Members:	Org.	1/5	1/26	2/4	3/3	4/7	5/5	6/2	8/4	9/8	10/6	11/3	12/1
Cathy Brennan ('06-'08)	RSCA Board		X										
Liz Caplan ('08-'10)	RSCA Board		X	X									
Pat DiRienzo ('07-'09)	RSCA Board	X	X	X	X	X							
Kathryn Griffin ('08-'10)	RSCA Board		X		X	X							
Alina Keebler ('06-'08)	RSCA Board	X	X	X	X	X							
Andrew Lang ('08)	RSCA Board	X	X	X	X	X							
Melissa McDonough ('07-'09)	RSCA Board	X	X			X							
Darrell Rapp ('08-'10)	RSCA Board	X	X	X	X	X							
Joan Reefer ('06-'08)	RSCA Board	X	X			X							
Frank Ruffing ('08)	RSCA Board	X	X	X		X							
Kathleen Schneider ('07-'09)	RSCA Board, Treas.		X			X							
Carole Stanier ('07-'09)	RSCA Board	X	X	X		X							
Carrie Webber ('06-'08)	RSCA Board, Pres.	X	X	X	X								
<i>also attending:</i>													
Jennie Watson	Pgh Neighborhood Initiatives	X	X	X	X	X							
Alana Rykala	RSCA Newsletter				X	X							
Jeremy Braverman Nelson Chipman	Pgh Neighborhood Narratives					X							

Call to Order: Pat DiRienzo, *Vice*-President, called the meeting to order at 7:05 p.m.

Approval of Minutes:

- Board Retreat meeting minutes were not approved in March due to lack of quorum. Kathleen moved that the minutes be approved. Joan Reefer seconded the motion. All approved the minutes except for one abstention (Carole Stanier).
- February meeting minutes were not approved in March due to lack of quorum.
- A draft of the March minutes was emailed to all Board Members. Some corrections were submitted and incorporated into the minutes. Finalized minutes were redistributed to all.
- Carole Stanier moved that February and March meeting minutes be approved. Kathryn Griffin seconded the motion. Minutes were approved by all except for one abstention (Kathleen Schneider).

Treasurer's Report:

- Kathleen Schneider submitted the Treasurer's Report via e-mail (see attached April 1, 2008 report)

- There is \$20,711.76 in combined accounts and all bills are paid. A 6-month CD was renewed for 6 months on March 10, 2008 with First Commonwealth Bank earning 2.96%
- \$5,000 check from Commonwealth of PA DCED grant was received. Grant requires that all expenditures have receipts. Board members are to sign and submit Reimbursement Forms for any expenditures. Checks must be made directly to the vendor.

Presentation:

Greetings from Pittsburgh - Neighborhood Narratives (Jeremy Braverman and Nelson Chipman)- see attached materials

- Presenters will create a short film based in Regent Square, one of 12 Pittsburgh neighborhoods featured in a 90-minute program that will be screened for Pittsburgh's 250's anniversary.
- Presenters request financial (\$800) and logistical support.
- RSCA would be recognized in the credits and in promotional materials.
- Presenters would like to hear back within the month.
- Action Item: **Alina Keebler** to contact presenters for RSCA Newsletter article.
- Action Item: **Kathryn Griffin** to provide presenters with information on next Business Group meeting.

Committee Reports:

Business Networking Committee

- Cigarette butt receptacles:
 - Alana Rykala pointed out that some cigarette butt receptacles in business district are overflowing with butts and, at times, trash, which then become litter.
 - Action Item: **Business Networking Group** to write letter to businesses asking and thanking them for cleaning out the receptacles on a regular basis, especially for Earth Day.

Communications Committee (Alina Keebler) – see attached report

- General:
 - Committee met to discuss suggestions submitted during March Board meeting. Read attached report for feedback and details.
 - More responsibilities will be transferred to Sub-Committee Chairs (who are not Board members), but all communications pieces will be reviewed by the Communications Committee Chair (a Board member) before going to general public.
- Email Blasts/Website:
 - RSCA shares IP address with others. As a result, recent email blasts, which are sent via website, have been perceived as spam and been blocked. To avoid this, Webmaster Bob McLaren suggests that RSCA switch to a static IP address at an additional cost of \$12 per year. Alina Keebler moved that the Board approved an expenditure of up to \$25 for this purpose. Kathryn Griffin seconded the motion. All approved.
- Newsletter:
 - Newsletters have had more pages than in previous years due to large number of articles being submitted.
 - Committee suggested that newsletters be sent to adjacent neighborhood organizations in an effort to exchange information. All agreed about benefits of this effort.
 - Action Item: **Community Liaison Chair** to add adjacent neighborhood groups to mailing list. **Alina Keebler** to send contact information to Community Liaison chair.

Events Committee

- Neighborhood Yard Sale:
 - Board is not aware of status of planning for event. It was suggested that event be

simplified for future years.

- Action Item: **Joan Reefer** to contact Mary Jo Breen, Yard Sale Chair, to help in recruiting volunteers. **Kathryn Griffin** to contact Mary Jo to help with getting banner up across Braddock Avenue.

Finance Committee

- Discussion continued from March meeting about setting caps for committee expenditures without Board approval. No consensus was reached.
- Action Item: **Executive Committee** to work out the details and bring proposal to May Board meeting.

Liaison - Community:

- Environmental Charter School (Carole Stanier):

- School will open in September 2008 with K-3 grades, then adding one grade each year after that.
- Children in City of Pittsburgh will have preference. Lottery will be held if there are more students than spaces.
- Three community meetings are being held this week. School's Board is looking to hire staff.

- WSCC (Carole Stanier):

- An advisory board has been put together and a part-time paid administrator is being sought to help Kay Wetzel in running the Center.

- Frick Park Clay Tennis Courts Club:

- Vote on the donation of \$400 for lines for the 5th court had been postponed from last meeting due to lack of quorum. Darrell Rapp moved that the donation be made, Melissa McDonough seconded the motion and all members voted unanimously for it.
- Action Item: **Kathleen Scheneider** to send check to Club.

- Center for Creative Play:

- Neighborhood resident Zoe Weslowski has contacted the RSCA to discuss possible approaches for reopening the recently closed Center for Creative Play (CDCP). The general consensus of the Board was that, before taking any action, the Board needs additional information as to the reason for the Center's closing.
- Action Item: **Carrie Webber** to contact CDCP's Board President to inquire about future of the Center.

Liaison – Government:

- Board members Carrie Webber and Darrel Rapp will be the liaison for Swissvale and Andrew Land and Frank Ruffing will do so for Edgewood. Liaisons are needed for Wilkinsburg and Pittsburgh. Joan Reefer and Melissa McDonough, both Wilkinsburg residents, will consider taking over this role.

Marketing Committee (Pat DiRienzo)

- Committee met with some business owners to discuss possibility of "restaurant crawl" in late fall. There was less enthusiasm for idea. Committee is considering a survey of businesses to determine what marketing initiative would best suit them.

Membership Committee (Kathryn Griffin)

- Recruitment:

- Recruitment letter included in last newsletter resulted in many members who had never been members in years past.

- Volunteers:

- Joan Reefer will call members to see if they want to volunteer for RSCA activities
- Action Item: **Committee Chairs** to contact Joan with their committee's needs for volunteers. .

- Welcome Packets:

- Tote bags have been ordered and will soon be printed.
- Committee will need help with stuffing them.

Nominating Committee

- Action Item: **All Board Members** to contact Carrie Webber with any potential candidates for Board.

Public Improvements Committee (Andrew Lang)

- South Braddock Avenue:

- Committee has not been able to meet with former chair and will now make decisions on its own.
- Andrew Lang will focus on banners and Frank Ruffing on trash cans. Both will coordinate with municipalities as to their design, location and installation.
- Jennifer Watson suggested the possibility that the municipalities might do the installation for free if the RSCA purchases the items.
- Action Item: **Jennifer Watson** to provide to Andrew and Frank the list of vendors that the City uses for banners, benches and trash cans.

- Safety:

- Jennifer Watson reports that a request has been filed with the City of Pittsburgh's Engineer's Office for a traffic study of the intersections of Braddock Avenue that are located within the City limits..

Other

- Renovation Resources Workshop

- Event held on March 8th had approx. 80 attendees and went well.

Adjournment

- At 9:00 PM, Kathryn Griffin moved that the April meeting of the RSCA Board of Directors be adjourned. Andrew Lang seconded the motion. All approved.

Future Meetings:

Board Meeting: Monday, May 5, 2008 7 PM; Wilkins School Community Center

Board Meeting: Monday, June 2, 2008 7 PM; Wilkins School Community Center

Board Meeting: Monday, August 4, 2008 7 PM; Wilkins School Community Center

Board Meeting: Monday, September 8, 2008 7 PM; Wilkins School Community Center

Board Meeting: Monday, October 6, 2008 7 PM; Wilkins School Community Center

Board Meeting: Monday, November 3, 2008 7 PM; Wilkins School Community Center

Board Meeting/Open House: Monday, December 1, 2008 7 PM; location TBD