



## REGENT SQUARE CIVIC ASSOCIATION

### MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

June 10, 2008, 7:05 p.m. – 9:00 p.m.

7604 Charleston Ave., Pittsburgh, PA 15218

First draft dated June 10, 2008; revised *July 7, 2008*

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

#### Attendance:

<i>Voting Members (Terms)</i>	<i>Organization/Initiative</i>	<i>1/5</i>	<i>1/26</i>	<i>2/4</i>	<i>3/3</i>	<i>4/7</i>	<i>5/5</i>	<i>6/10</i>	<i>7/7</i>	<i>8/4</i>	<i>9/8</i>	<i>10/6</i>	<i>11/3</i>	<i>12/1</i>
Cathy Brennan ('06-'08)	RSCA Board		X					X						
Liz Caplan ('08-'10)	RSCA Board		X	X			X	X						
Pat DiRienzo ('07-'09; appt.)	RSCA Board, V-Pres.	X	X	X	X	X	X							
Kathryn Griffin ('08-'10)	RSCA Board		X		X	X		X						
Alina Keebler ('06-'08; 2 <sup>nd</sup> )	RSCA Board, Sec.	X	X	X	X	X		X						
Andrew Lang ('08; appt.)	RSCA Board	X	X	X	X	X	X							
Melissa McDonough ('07-'09)	RSCA Board	X	X			X	X	X						
Darrell Rapp ('08-'10)	RSCA Board	X	X	X	X	X		X						
Joan Reefer ('06-'08; 2 <sup>nd</sup> )	RSCA Board	X	X			X	X	X						
Frank Ruffing ('08; appt.)	RSCA Board	X	X	X		X	X	X						
Kathleen Schneider ('07-'09; 2 <sup>nd</sup> )	RSCA Board, Treas.		X			X								
Carole Stanier ('07-'09; 2 <sup>nd</sup> )	RSCA Board	X	X	X		X								
Carrie Webber ('06-'08)	RSCA Board, Pres.	X	X	X	X		X	X						
<i>also attending:</i>														
Jeremy Braverman Nelson Chipman	Pgh Neighborhood Narratives					X								
Maureen Collins Jose Mieres	Frick ParkTennis Club			X										
Jared Delaney	RSCA Citizens vs.Litter			X										
Christy Hamilton	Interplay Day Care		X											
Darrell Kinsel	Ctr. for Creative Play		X											
Rae O'Hair	Edgewood resident						X							
Arch Pelley ('05-'07)	RSCA Board ('05-07)		X	X										
Alana Rykala	RSCA Newsletter		X		X	X								
Jennie Watson	Pgh Mayor's Office	X	X	X	X	X	X							

**Call to Order:** Carrie Webber, President, called the meeting to order at 7:05 p.m.

#### Approval of Minutes:

- Carrie Webber would like to include a clarification in the May meeting minutes. Minutes will have to be reviewed and approved once this is done.
- *Action Item:* **Carrie Webber** to send correction to Alina Keebler; **Alina Keebler** to resend corrected draft to all Board Members for review.

#### Treasurer's Report:

- Kathleen Schneider submitted the Treasurer's Report via e-mail (see attached June 2, 2008 report)

- Kathleen Schneider will not be able to attend Board meetings due to her teaching schedule. She has volunteered to resign from the Board. The by-laws specify that the Treasurer must be a Board member. Therefore, the Board will have to recruit and appoint someone to become Treasurer and take on her duties. Another possibility is to recruit one Board Member to become Treasurer having financial oversight of the Board's funds while Kathleen continues as Bookkeeper.
- Action Item: **Carrie Webber** to write an article to disseminate via newsletter and email blast recruiting a new Treasurer.
- Action Item: **Carrie Webber** to review by-laws for rules on writing and signing checks.

## Committee Reports:

### *Neighborhood Improvements:*

- South Braddock Avenue (Frank Ruffing)
  - Group reviewed the cost of banners, trash receptacles and benches, as well their placement
  - Discussion ensued about the possibility of having some recycling receptacles at the ends of the 1100 block of S. Braddock, especially near the bus stops
  - Additional trash has been noticed near the new business Sweets and Treats and needs to be addressed with business owner.
  - Group agreed that banners should be first located between Concept Art Gallery and McBrooms, then at Forbes/Braddock businesses, and then the rest of Braddock Avenue.
  - Action Item: **Carrie Webber** to look for amount that Board approved last fall for Committee to spend
  - Action Item: **Alina Keebler** to send map showing previously identified banner location to Frank.
  - Action Item: **Committee** to coordinate with Edgewood and Swissvale on trash receptacle, bench and banner style and location.
- Sidewalks (Darrell Rapp)
  - Darrell Rapp would like some assistance with sidewalk replacement initiative.
- Other
  - Melissa McDonough has heard that the Edgewood Garden Club is considering placing metal grates in tree wells and suggested that Committee coordinate efforts with the Club.

### *Neighborhood Yard Sale (Melissa McDonough & Joan Reefer)*

- \$630 were collected from 116 registrations. Expenses include \$70 plus the cost of the balloons and other expenses that Mary Jo Breen incurred.
- Many registrants complained about not having received any confirmation of their registration.
- All agree that a Board Member has to be directly involved in the Committee since this is such a visible event for the RSCA and that more Committee members are needed if event is going to go smoothly.
- Action Item: **Melissa McDonough** to get banner and additional numbers from Mary Jo Breen.

### *Communications Committee (Alina Keebler) – see emailed report*

- General:
  - Committee met and recommends that Committee not be split into 2. The load on the Committee Chair can be lightened up by giving more responsibilities to the Sub-Committees.
  - Action Item: **Alina Keebler** and **Carrie Webber** to meet to discuss details.
- Email Blasts:
  - Alina suggests that Board Agenda be sent out monthly to all Email Blast subscribers. The general consensus was that it might encourage residents to attend Board meetings..
  - Darrell Rapp suggests that a monthly Email Blast be sent out halfway between newsletters. Currently email blasts go out either when there's enough information to make it worthwhile or if there's an urgent issue to disseminate.
- Website:

- Alina is working on updating aliases and links to committee chairs.
- Webmaster Bob McLaren has secured a static IP address for the RSCA.

*Liaison – Community: Center for Creative Play*

- Kathryn Griffin reports that only 2 or 3 people showed up to demonstration and that the demonstrator's website has not been updated for some time.
- A dog kennel is reportedly interested in the CFCP building

*Nominating Committee (Carrie Webber)*

- The Board needs new members that are accountants, lawyers and business owners and seeks to increase the diversity of its members.
- The following elected Board Members' terms are up at the end of 2008: Cathy Brennan, Alina Keebler, Joan Reefer, and Carrie Webber.
- Action Item: **All Board Members** to contact Carrie Webber with at least one potential candidate for Board.

*Membership Committee (Kathryn Griffin)*

- Melissa McDonough will be taking care of membership tracking while Kathryn is busy with the Run Around the Square.
- Melissa reports that there are now 215 Resident Members and 30 Business Members.
- Liz Caplan suggested that Committee reinstate Business Member stickers as those that are up are quite dated.
- Action Item: **Kathryn Griffin and Carole Stanier** to send in their 2008 RSCA dues.

*Business Networking Committee (Cathy Brennan)*

- Cathy Brennan reports that her new job responsibilities are keeping her from attending group's meetings and that a new Chair is needed. Donna Bour has begun to help out with publicizing and running meetings. Alina Keebler suggested that the Board appoint Donna to an open seat on the Board and to the Committee's Chair
- Action Item: **Alina Keebler** to speak with Donna Bour about being appointed to the Board.
- Several Board Members have noticed that cigarette butt receptacles continue to be dirty, with those near the Braddock Express being used for regular trash.
- Action Item: **Business Networking Group** to write letter to businesses asking and thanking them for cleaning out the receptacles on a regular basis.

*Marketing Committee (Carrie Webber)*

- Action Item: **Carrie Webber** to attend the next Business Networking Group meeting to discuss a possible "Restaurant Crawl" in the Fall.

*Liaison – Government (Darrel Rapp)*

- Jennie Watson, neighborhood outreach representative for the City of Pittsburgh, will be resigning from her post. A new person will be assigned and will attend RSCA Board meetings
- Darrell Rapp attended the June meeting of the Swissvale Borough Council during which the following were discussed:
  - increased costs of trash collection
  - clarification of rules for recycling materials by businesses
  - reconstruction of Rankin and Kenmar Bridges
  - 30-day advance notification of block parties to Borough
- Alina Keebler suggested that a newsletter article be written from time to time summarizing important events from council meetings.

- *Action Item:* **Committee** to meet to clarify the role and goals of the committee.

*Other: Board Meeting Dates (Carrie Webber)*

- Discussion ensued about switching the date so that more members can attend and a quorum be assured. All agreed that no day is going to work for everyone and that it's best to leave date as is (first Monday of the month) since community is familiar with it.

### **Adjournment**

- At 9:00 PM, Joan Reefer moved that the June meeting of the RSCA Board of Directors be adjourned. Darrell Rapp seconded the motion. All approved.

### **Upcoming Meetings:**

*Business Networking Group:* Tuesday, June 17, 2008, 5:30 PM; Neighborhood Realty Services

*Board Meeting:* Monday, July 7, 2008 7 PM; Wilkins School Community Center

*Business Networking Group:* Tuesday, July 15, 2008, 5:30 PM; Loc. TBA

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

*Business Networking Group:* Tuesday, August 19, 2008, 5:30 PM; Loc. TBA

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

*Business Networking Group:* Tuesday, September 16, 2008, 5:30 PM; Loc. TBA

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

*Business Networking Group:* Tuesday, October 21, 2008, 5:30 PM; Loc. TBA

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

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