



REGENT SQUARE CIVIC ASSOCIATION

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

July 7, 2008, 7:10 p.m. – 8:30 p.m.
 7604 Charleston Ave., Pittsburgh, PA 15218
 First draft dated July 8, 2008; *(no revisions)*

NOTES: *Corrections or additions to first draft are in red*
Items needing clarification are in blue
Action Items from previous minutes will remain in minutes until addressed

Attendance:

<i>Voting Members (Terms)</i>	<i>Organization/Initiative</i>	1/5	1/26	2/4	3/3	4/7	5/5	6/10	7/7	8/4	9/8	10/6	11/3	12/1
Cathy Brennan ('06-'08)	RSCA Board		X					X						
Liz Caplan ('08-'10)	RSCA Board		X	X			X	X	X					
Pat DiRienzo ('07-'09; appt.)	RSCA Board, V-Pres.	X	X	X	X	X	X		X					
Kathryn Griffin ('08-'10)	RSCA Board		X		X	X		X	X					
Alina Keebler ('06-'08; 2 nd)	RSCA Board, Sec.	X	X	X	X	X		X	X					
Andrew Lang ('08; appt.)	RSCA Board	X	X	X	X	X	X		X					
Melissa McDonough ('07-'09)	RSCA Board	X	X			X	X	X	X					
Darrell Rapp ('08-'10)	RSCA Board	X	X	X	X	X		X						
Joan Reefer ('06-'08; 2 nd)	RSCA Board	X	X			X	X	X	X					
Frank Ruffing ('08; appt.)	RSCA Board	X	X	X		X	X	X						
Kathleen Schneider ('07-'09; 2 nd)	RSCA Board, Treas.		X			X								
Carole Stanier ('07-'09; 2 nd)	RSCA Board	X	X	X		X								
Carrie Webber ('06-'08)	RSCA Board, Pres.	X	X	X	X		X	X	X					
<i>also attending:</i>														
Jeremy Braverman Nelson Chipman	Pgh Neighborhood Narratives					X								
Maureen Collins Jose Mieres	Frick Park Tennis Club			X										
Jared Delaney	RSCA Citizens vs. Litter			X										
Chip Eagle	Resident (Wilkinsburg)								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								
Eli Silk	RSCA Website volunteer								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 7:10 p.m.

Introductions/Visitors:

- Chip Eagle, neighborhood resident.
- Eli Silk, new General Distributor for RSCA Newsletter; also volunteered to assist with Website beginning with Calendar of Events.

Approval of Minutes:

- Pat DiRienzo moved, and Joan Reefer seconded, that the June meeting minutes be approved. Minutes approved unanimously.

- Action Item (5/08): **Carrie Webber** to send correction to May minutes 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 report)
- Kathleen Schneider will not be able to attend Board meetings due to her teaching schedule. She will remain on the Board until end of year when the Board may appoint someone to finish out the last year of her term.
- By-laws do not require 2 signatures on checks. Board will require that bank statements go to two Board members for cross-checking purposes.

Committee Reports:

Neighborhood Yard Sale

- Melissa McDonough is storing banner.
- Action Item: **Melissa McDonough** to contact Yard Sale Chair, Mary Jo Breen, and get banner numbers.

Nominating Committee (Carrie Webber)

- The following elected Board Members' terms are up at the end of 2008: Cathy Brennan, Alina Keebler, Joan Reefer, and Carrie Webber. Four vacancies will be up for election in November for the 2009-2011 term. Alina and Joan are on their second term and cannot run again. Carrie will run for a second term. Cathy has not announced whether she will do so also.
- According to the By-Laws, the Board can appoint someone to complete the last year of Kathleen's term (2007-2009) and to fill the one empty seat from the 2008-2010 term.
- Nominees must be aware that they have to be current (2008) RSCA members to be on the ballot.
- Action Item: **Carrie Webber** to ask Cathy Brennan if she wants to run for a second term.
- Action Item: **Carrie Webber** to write a nominations article for September issue of newsletter and include need for someone to become Treasurer.
- Action Item (5/08): **All Board Members** to contact Carrie Webber with at least one potential candidate for Board.

Neighborhood Improvements:

- South Braddock Avenue (Andrew Lang)
 - Andrew Lang met with sign company representative to discuss possibilities.
 - Attendees reviewed the size (2'x4'), color and design of the banners. Discussion ensued re. inclusion of the Regent Square logo and tagline.
 - All agreed on the desirability of having recycling receptacles along with regular trash cans
 - Group agreed that, given the budget, banners should be the priority, followed by trash cans and then benches.
 - Action Item: **Andrew Lang** to ask banner company to make suggestions for design using Regent Square logo and selected tagline
 - Action Item: **Joan Reefer** to look through 2007 minutes for amount that Board approved last fall for Committee to spend
 - Action Item: **Committee** to take proposal for banner and trash can placement as well as a schematic design to Edgewood and Swissvale for approval; and to also ask with help in installation.
 - Action Item (5/08): **Alina Keebler** to send map showing previously identified banner location to Andrew.

Business Networking Committee

- Alina Keebler urges the Board to continue to have a Business Networking Committee Chair to act as Liaison to the business community and organize the group's meetings.
- Action Item: **Business Networking Group** to write letter to businesses asking and thanking them for cleaning out the receptacles on a regular basis.

Membership Committee (Kathryn Griffin)

- As of meeting, there are 221 Resident Members and 32 Business Members.
- Kathryn discussed the idea of having a Membership Recruitment event in September (prior to Oct. 1 deadline) and allowing those who joined during event to become 2008 and 2009 Members for the price of one.
- According to By-Laws, “an annual meeting of the members shall be held in December of each year or at such other time as the Board may determine from time to time by resolution.” Discussion ensued about whether the Membership Recruitment event would count as the “annual meeting of the members.”

Other

- Communications Committee:
 - *Action Item (5/08)*: **Alina Keebler** and **Carrie Webber** to meet to discuss Communications Committee structure
- Committee Guidelines:
 - Carrie Webber, Joan Reefer, Melissa McDonough, Liz Caplan and Alina Keebler have met and begun to develop guidelines for Event Committees. A draft will be shared with the Board.
 - The same group will meet on July 30th to discuss guidelines for the rest of the Committees.
- “Greetings from Pittsburgh” Film:
 - Filming of Regent Square portion was completed last weekend. Directors Nelson Chipman and Jeremy Braverman used the RSCA’s donation towards purchasing food for the crew from local restaurants.

Other Pending Items (from previous meetings)

- Marketing Committee
 - *Action Item (5/08)*: **Carrie Webber** to attend the next Business Networking Group meeting to discuss a possible “Restaurant Crawl” in the Fall.
- Liaison – Government
 - *Action Item(5/08)*: **Committee** to meet to clarify the role and goals of the committee.

Adjournment

- At 8:30 PM, Kathryn Griffin moved that the July meeting of the RSCA Board of Directors be adjourned. Liz Caplan seconded the motion. All approved.

Upcoming Meetings:

Business Networking Group: Tuesday, July 15, 2008, 5:30 PM; Loc. Map Room

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