



**Pittsburgh Land Bank [PLB] Minutes
February 9, 2018**

Convene: Chair called meeting to order.

Roll Call: Administrator called the Roll. Members Present: Reverend Burgess, Chair, Jamil Bey, Vice-Chair, Diamonte Walker, Secretary, Senator Fontana, Councilwoman Kail-Smith

Public Comment:

- Sarah Slater, Resident
- Zeba Ahmed, Fineview Citizens Council & Perry Hilltop Citizens Council

Approval of January 2018 Minutes:

◇ Motion to approve the January 2018 Board meeting minutes **[Fontana/Kail-Smith]** Passed Unanimously.

Chairman's Report:

The Chair introduced a discussion on the upcoming Board nomination process. PLB Counsel, Irene Clark, presented a memo regarding the legislated process and Board authority regarding replacing board members. The Board agreed to repeat the same process from 2015 regarding populating a Nominations Committee and holding a public nominations process. Diamonte Walker and Jamil Bey volunteered to serve on the committee. The Board expressed a desire to ensure diverse representation on the Board itself.

Administrator's Report:

Administrative representative, B. Davidson reviewed the PLB Implementation Timeline in detail with the Board. Miss Davidson provided an update on the work of the Property Reserve review process. The Board agreed to wait to populate any advisory committees until a consultant had been selected so they could help inform that process.

The Strategic Plan is nearing completion in draft form and will be circulated to Board members for input in the near future.

Finance Committee Report:

The Administrator provided the financial reports in the absence of the Treasurer, including a full report on the balance sheet, budget vs. actual, 3-month projection, AP/AR, and monthly expenditures. Miss Davidson made note that the PLB has minimal cash on hand. To help bridge the gap until the committed revenue is received, the URA is considering a grant to the PLB for monies remaining in a Land Recycling related grant to the URA from the Heinz Endowments. Additionally, the Administrator has received a quote for conducting the annual audit of the PLB's 2016 financial activities.

◇ Motion to accept the February Finance and approve the monthly expenditures. **[Fontana/Kail-Smith]**. Passed unanimously.

◇ Motion to approve a contract with Magee Maruca for \$3,700 for the 2016 PLB audit. **[Walker/Bey]**. Passed Unanimously.

Fundraising Report:

The PLB has been invited to submit a grant request to the Heinz Endowments. The Board asked to receive a copy of the grant request upon submission. The Board discussed its fundraising strategy for 2018, and committed to pursuing additional community-based private philanthropic support, and not approach corporate-related philanthropy at this time.

◇ Motion to authorize the Administrator to pursue fundraising opportunities, including submitting Letters of Interest and grant applications upon the direction of the Board Chair and Treasurer. **[Walker/Bey]**. Passed Unanimously.

Communications Committee Report:

There was no Communications Committee Report.

New Business:

Dr. Bey requested both that Board meetings begin on time, and that the Board provide assistance to the Administrator as activities are increasing, but capacity has not been able to be added as-of yet, so that materials may be circulated more in advance of Board Meetings, and to move activities along more quickly.

Senator Fontana provided a series of proposed pieces of legislation at the State level. The Administrator will circulate them to the entire board for review and to determine if the PLB should participate in or follow any of them more closely.

The Board discussed the desire to develop an education curriculum for Board members in addition to the Board meetings themselves to better inform their discussions and decision-making. The Administrator will work to develop this.

Adjournment:

Chair Burgess called for adjournment.

◇ Motion to adjourn **[Kail-Smith/Bey]**. Passed unanimously.