

Pittsburgh Land Bank [PLB] Minutes**January 13, 2017****Convener:** Chair called meeting to order.**Roll Call:**

Members Present: Councilman Burgess, Chair, Jamil Bey, Vice-Chair, Director Leger, Treasurer, Diamonte Walker, Secretary, Senator Fontana, Tara Sherry-Torres, Councilman Lavelle, Councilwoman Kail-Smith

Public Comment:

Zeba Ahmed – Fineview Citizens Council / Perry Hilltop Citizen’s Council

Approval of December Minutes:

◇ Motion to approve December Board meeting minutes with one revision - adjusting the motion regarding Expenditures Policy C: Chair or Treasurer’s emergency approval *with full board notification within two business days*. **[Fontana /Sherry-Torres]** 7 Yay/1 Abstention (Kail-Smith) Motion passed.

Chairman’s report:

Rev. Burgess deferred his report to the items included in the Administrator’s Report.

Administrator’s Report:

BDavidson gave a brief overview of the development of the policies and procedures which would be discussed later on the agenda.

Finance Committee:

Board Treasurer, Paul Leger, asked Administrator representative Davidson to provide the 2016 year-to-date and 2017 financials. Ms. Davidson provided a report on the balance sheet, budget vs. actual, 3-month projection, and AP/AR.

◇ Motion to accept the December Finance Report **[Sherry-Torres/Fontana]**. Passed unanimously.

Treasurer Leger presented the Monthly expenditures as received since the prior Board meeting per the newly implemented Expenditures policies.

◇ Motion to approve the monthly expenditures **[Walker/Bey]**. Passed unanimously.

Report from Communications Committee:

Communications Chair Sherry-Torres provided a report on the activities of the Communications Committee.

Ms. Sherry-Torres invited Consultant Mongalo-Winston to the table to provide an update on contract activities to-date and the plan for community engagement, including the structure for online feedback and public meeting planning. Chair Burgess requested a representative of the Mayor’s office, as well as his office, be included as members of the advisory committee for this contract.

A temporary logo was presented to the Board for approval to allow the PLB to begin to develop its brand recognition in tandem with the initiation of this public engagement process.

◇ Motion to authorize the Communications Committee to finalize the PLB’s inaugural logo **[Kail-Smith/Fontana]**. Passed unanimously.

◇ Motion to accept the Communications Committee report. **[Walker/Leger]** Passed Unanimously.

Policies and Procedures:

IMcLaughlin and Administrator representative BDavidson reviewed the Draft Policies and Procedures as presented to the Board for final consideration, including the process of board input since the prior board meeting. The Chair reviewed the distribution and public process that will follow. Director Leger noted that the next Board meeting will occur immediately prior to the public meetings. As such, it was requested the first scheduled community meetings be confirmed by the next board meeting for announcement and board member participation.

The Chair reiterated last meeting's motion authorizing the Executive Committee to approve the draft Policies & Procedures document for public release. The goal is to have the draft document released publicly prior to the February 2017 Board meeting.

Adjournment:

There was no new business and the Chair called for adjournment.

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