

Charles Village Community Benefits District
Board Meeting Minutes
November 13, 2007
2700 North Charles Street, Baltimore, Maryland 21218

Present:

Ron Griffin	Susana Riveles	Nancy Smith
Dana Moore	Mary Pat Clarke	Jay Orr
Steve Gewirtz	Jeff Millard	Dawna Cobb
Robin Truiett-Theodorson	Salem Reiner	Patricia Cronin
Derek Demaree	Robert Books	

Staff: David Hill

Guests: Pat Welch, David Wright, Tom Klein, Betty Fannin, Tom Fannin

The meeting called to order at 7:05 p.m. with a quorum was present.

Audit report-

Mr. Tom Klein of TR Klein and Company made a brief presentation of the recent draft audit report that his firm prepared. He noted that two pieces of information were not included in the report, but that this information (value of donated services) would not affect the auditor's opinion. He will sign the report after that information has been provided.

The audit was conducted pursuant to Generally Accepted Accounting Principles and was performed on a test basis to determine whether the CVCBDMA's internal controls were sufficient to catch financial transaction errors in the normal course of business. The report considered the assets and liabilities of the CVCBDMA and the Charles Village Foundation (CVF).

Total revenue is \$717,800, of which more than one third is revenue from surtax. The balance is from grants and contributions.

CVCBDMA expenditures are 83% mission-based expenses, i.e., 83 cents out of every dollar goes into mission. Most of that amount is salaries: \$386,000 for the sanitation and safety team. 17% of expenses go to other management costs. He noted that management costs over time have remained stable, which is an affirmative finding for a non-profit/quasi governmental organization. Mr. Klein reported that the CVCBDMA's asset to liability ratio is excellent.

The fact that net assets have gone down over time raises a policy rather than an accounting issue for the Board, i.e., does it want to raise more money to do more things.

Approval of Minutes from October meeting-

The Minutes to the October meeting were approved with two minor changes were noted: Jay Orr was present at the October meeting and an "e" is needed at end of Clarke.

Executive Director's Report-

Website-

There has been a major overhaul of the website and Board members were encouraged to check it out.

New office search:

The potential office space at 2205 North Charles Street is not available because the contractor could not fit out the space by January. Another property is available in Astor Court apartment building, Unit A at 25th and St. Paul Streets. The floor plan was in the Board's packet. Mr. Hill noted that Jay Orr has donated a lot of his time to design the space. The owners have reduced the lease to an affordable level. In addition, they have agreed to build two storage places to accommodate needs of the Sanitation and Safety team. There is enough space for Board meetings. A tentative move in date is on or about January 1, 2008. Parking is available on the side of the building, in the back and on the street. The space is handicapped accessible; another bathroom will be added. The lease has a "fiscal funding out" clause. The Board expressed its appreciation to Mr. Orr for his assistance with the office space.

The Board voted to approve a resolution authorizing Mr. Hill to negotiate the lease for the office space at Astor Court with final approval of the Executive and Finance Committees. (All voted in favor of the resolution, there was one abstention.) It was agreed that counsel would be consulted to ascertain who has authority to sign the lease.

Finance committee-

Jeff Millard reported that new financial statements indicate current expenditures and how they vary from the original budget. On behalf of the Board, Ron Griffin expressed appreciation to Mr. Millard for his work to design the new statements. He encouraged folks to read and understand the financial statements.

Executive committee-

Ron Griffin reported that considerable progress has been made on devising a new personnel handbook. Pro bono counsel from the law firm of Miles & Stockbridge has been very helpful. It should be completed in December and presented to the Board

for adoption in January, 2008. Mr. Hill recognized the many hours spent by Mr. Griffin in reviewing the handbook.

Governance committee-

Jeff Millard reported that a special meeting of the committee was called to discuss changes to the Bylaws that were suggested at the annual meeting. Another draft including these changes will be sent to the entire Board in December. It is anticipated that there will be a vote on the by-laws at the January meeting. Regarding the January retreat, Mr. Millard said he will e-mail Board members to ascertain whether a date other than January 19 is better.

Quad election-

Mr. Gewirtz raised questions of irregularities at quad elections. Ron Griffin stated that these concerns will be investigated by the Governance Committee, which will issue a report to the Board.

Public Information Request –

Mr. Gewirtz reported that Joan Floyd has made a PIA request for e-mails related to the quad election.

Safety, Sanitation and Revitalization Committee –

Rob Books reported that there was no quorum at this month's meeting. Mr. Books reiterated that members who can't make meetings should either resign from the committee or come to meetings. Mr. Books stated that there have been a few negative reactions to the installation of the new trash cans; however most people are happy about this initiative. The City empties all the cans once per day and some twice; the CVCBDMA, empties them at least once a day. We will be switching metal out cans for concrete cans on gateway streets. Several Board members said they noticed that the presence of the trash cans has reduced trash on St. Paul and 29th and 25th Streets. The committee is exploring the purchase of plastic bag dispensers for dog walkers.

Communication and Outreach Committee –

Susana Riveles reported that this committee praised the new website and is still debating about the content that relates to the Communication and Outreach Committee. Mr. Hill has asked the committee to give him their comments. The committee is also considering the idea of neighborhood kiosks. The Abell Improvement Association (AIA) has been looking at this issue for some time. Its kiosk has yet to be erected as the design is still in progress. When that happens, the committee will review

and share the design with the Board. Goldseker grant funds may be used to pay for one of the kiosks. To be decided is whether the design will be uniform and where each will be located.

Public Comment-

Betty and Tom Fannin, owners of 415 East 32nd Street advised the Board that they have a prospective tenant who would like to open an "upscale" sea food restaurant. The tenant would need to transfer a liquor license to this location. The Fannins said that there have been some concerns and misinformation" about their proposal and that they are going to the upcoming AIA meeting to discuss the idea. Mary Pat Clarke stated that while the establishment that Mr. Fannin described sounds "plausible," the license liquor license at issue is a BD7, which means the owners could have their restaurant open 7 days a week, from 6 am to 2 am and would allow for the sale of package goods. The community would need to enter into a restaurant license agreement (Memorandum of Understanding), which would address community concerns.

Announcements-

Dana Moore reported that on November 10, 54 people met for a brainstorming session on crime prevention that was very successful. More than 100 ideas were generated. The meeting was attended by representatives from the community, the Johns Hopkins University, Union Memorial, the Baltimore City Police and members of the City Council. A follow up session is planned for noon on December. 1. at St. John's Church. Ms Moore also stated that a CVCA general meeting will be held Wednesday November 28. Commissioner Bealefield will be in attendance. The meeting starts at 7 pm business meeting at St. Philips and James. It is preceded by dinner at 6 pm.

Derek Demaree announced that the Old Goucher Community Association will have a meeting at Lovely Lane at 7 pm to learn about new housing opportunities coming to Old Goucher.

Dawna Cobb announced that the CVCA Holiday tour is set for December 16, 2007 from noon to 4.

A motion to adjourn was made and approved at 8:35.