

South Baltimore Gateway Partnership  
January 24, 2018 (6:00pm)  
Board Meeting Minutes

In Attendance: Brad Rogers, Jason Israel, Jillian Drummond, Bill Reuter, Walt Ettinger, Andrew Gervase, Geoffrey Washington, Ethan Cohen, Keisha Allen, Michael Tyson, Acacia Asbell, Alvin Lee, and Karl Lowe.

**I. Welcome/Overview of timeline and Milestones**

The meeting started at 18:13. Jason introduced the new members: Geoff Washington (incoming Chairman of the Board), and Karl Lowe (SBNA). Jason summarized where the partnership stands on its timeline and our second full year. Now that we have bylaws, policy, and reporting, we're off to the second year!

**II. Executive Director Update**

- a. Brad provided an update on the status of the Enhanced Services Needs Assessment and Implementation Plan.
- b. Brad displayed a Gant chart illustrating grants, enhanced services, transformational projects, and the FY19 budget. Brad will be producing an organizational chart for staff at a future date. A list of recent accomplishments was displayed. A three-year partnership with the Ripken Foundation for three new ball fields was discussed. BCRP is also involved. Westport is one proposed recipient.
- c. Other items discussed were the following:
  - i. KaBOOM Partnership
  - ii. HOW Partnership
  - iii. Integrated Programming
- d. Brad listed details for principles for balancing needs within the implementation plan and an implementation plan matrix example.
- e. Update on grant solicitations
  - i. Jillian provided an update. One application has been submitted so far. The application deadline is on Wednesday 2/28.
  - ii. Grants of \$50,000 and above have to meet M/WBE guidelines.
  - iii. Grants are paid on a reimbursement basis only.
- f. Procurement
  - i. Brad displayed the Procurement Process (handout).

**III. Committee/Officer Reports**

- a. **Strategic Planning (Walt Ettinger)**
  - i. Walt presented a Transformational Projects Status Summary.
  - ii. Walt discussed the performance evaluation process under development.
- b. **Program (Acacia Asbell)**
  - i. Acacia announced the committee's next meeting and invited additional help in reviewing grant proposals.
  - ii. We'll continue to advertise grants to communities.
  - iii. The augmentation of staff now offsets the workload from committee members.
- c. **Finance (Brad Rogers)**

- i. On behalf of Treasurer and Finance Committee Chair Beth Whitmer, Brad informed the board that the committee receives financial statements and reports each month, including a balance sheet, activity statement, projected cash flow, a detailed list of expenses, and a dashboard.
- ii. Brad introduced a resolution the committee produced for signing authority including a division of duties. This document defines who is authorized to sign which documents or checks of varying amounts.
- iii. A resolution was proposed and passed unanimously to approve the check-signing authority process.

**d. Communications (Debbie Ally-Dickerson)**

- i. Nothing to report

**e. Secretary Report (Andrew Gervase)**

- i. Nothing to report

**IV. Election of Officers and Board Chair Transition (Board Chair)**

**a. Re-elected:**

- i. Jill Johnson as Vice Chair
- ii. Beth Whitmer as Treasurer
- iii. Andrew Gervase as Secretary

**v. Public Comment: An opportunity for members of the public to provide brief comments to the Board.**

- a. The lone member of the public in attendance complimented the board on their work.

**VI. Next Steps: Discuss next steps and dates.**

- a. February 21, 2018 is the next scheduled Board meeting.

**VII. Adjourn**

- a. The meeting was adjourned at 20:05

**South Baltimore Gateway Partnership**  
**February 21, 2018 | 6:00pm**  
**Board Meeting Minutes**

In Attendance: Brad Rogers, Jillian Drummond, Debbie Ally-Dickerson, Bill Reuter, Beth Whitmer, Walt Ettinger, Andrew Gervase, Geoffrey Washington, Erica Pitkow, Ethan Cohen, Keisha Allen, Michael Tyson, Justin Lane, Alvin Lee, Aparna Jain.

**I. Welcome/ Overview of timeline and milestones: Board Chair**

- a. The meeting started at 1818. Participation was light however a quorum was met.

**II. Executive Director Update**

- a. Brad provided a broad review of the work of the staff from the past month and described overarching goals of the meeting.
  - i. Community Grants and Technical Support.
  - ii. Enhanced Services, Ripken, and Implementation Plan
  - iii. Transformational Projects and Temporary Staffing
- b. Brad announced the latest community grant accomplishments. Among them were:
  - i. A new cycle was announced and communicated.
  - ii. The online submission portal is available.
  - iii. There is one week left for grant proposals for Cycle 2 (Feb. 28 deadline).
  - iv. Grant outreach and writing workshops are all complete.
- c. Since Center Stage was not prepared to complete their Carroll Park project this Summer as planned, they will not be receiving their funding.
- d. Brad announced Enhanced Services recent accomplishments. Among them were:
  - i. Completed the needs assessment.
  - ii. The implementation plan is 95% complete. The plan will be a living document.
- e. Brad presented the partnership's Anticipated Organizational Chart. A brief explanation for each position was provided.
- f. The FY19 Budget and announcement of the partnership's scheduled Public Meeting were discussed and Brad provided an update on the partnership's bill hearing.
- g. Brad displayed the partnership's financial dashboard and described the FY19 Budget.

### III. Committee/Officer Reports

#### a. Finance (Beth Whitmer)

- i. Beth proposed a motion to pass the FY19 budget. The motion was unanimously approved by the board.

#### b. Strategic Planning (Walt Ettinger)

- i. Walt spoke to the desire of voting for a motion for the Strategic Planning Committee to approve support for the Cherry Hill Recreation Center. Now there are discussions within Parks & Rec regarding moving the facility from the school to another location, such as Reedbird Park.

#### c. Program (Jillian Drummond)

- i. Jillian spoke on behalf of the Program Committee. She reiterated the deadline of the grant application.
- ii. She also stated that Acacia will send an email reminder to the board for participation of grant evaluation.
- iii. She mentioned the requirement that part of the grant recipient's funds must contribute to a portion of the partnership's insurance policy.

#### d. Communications (Debbie Ally-Dickerson)

- i. Debbie communicated that the committee met and discussed communications and outreach options. Social media is the least costly method of media coverage but may not reach everyone. Mailers to the District would be more costly, but remains an option. Also mentioned were submitting a message for neighborhood newsletters, to coincide with grant submission deadlines, and using board members to reach out to their respective communities.

#### e. Secretary (Andrew Gervase)

- i. Andrew took in consideration Aparna's suggestion that the board approve minutes from the board's prior meeting before proceeding with the current meeting and post the minutes for public view.

### IV. Public Comment: An opportunity for members of the public to provide brief comments to the Board.

- a. No members of the public were present.

### V. Next Steps: Discuss next steps and dates.

- a. The public meeting, when the budget will be presented, was tentatively scheduled for March 14, 2018. The public meeting was subsequently rescheduled for March 21, 2018 since Brad Rogers would not be available on March 14, 2018.

- b. The next board meeting was tentatively scheduled for March 21, 2018. The agenda will include adoption of the FY19 budget, pending approval from the Board of Estimates (BOE). The board meeting was subsequently rescheduled for March 28, 2018 due to the rescheduling of the public meeting.
- c. The FY19 budget will be submitted to the BOE in early April.
- d. BOE Approval of FY19 budget is anticipated by the end of June

**VI. Adjourn**

- a. The meeting was adjourned by 19:37.

Minutes of the March 21, 2018 Spring Public Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Teleconference Room, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Ethan Cohen, proxy for Colin Tarbert; Alvin Lee; and Bill Reuter. Staff in attendance was: Brad Rogers, Executive Director; Jillian Drummond, Grants Manager; and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: James Alston; Amy Bernstein, SBGP consultant; J. Barnes; Marquis Bryant; Mark Dennis; Sharon Reuter; Mitchell Sampson; Dominick Scott; Rich Shores; and Charles Tulkey.

Mr. Washington called the meeting to order at 6:10 pm and presided.

Welcome and Overview

Mr. Washington and Mr. Rogers welcomed and thanked those present for attending the meeting.

Mr. Rogers presented an overview of SBGP and the meeting agenda. He discussed the history and background of SBGP and its Strategic Plan and program areas.

Executive Director Report

Mr. Rogers reported on SBGP’s recent work and performance and future plans. He discussed Community Grants, including the first cycle of grant awards announced at the September 27, 2017 public meeting and the grantees’ progress and challenges implementing their projects. The application deadline for the second funding cycle was February 28, 2018, and SBGP plans to announce awards in the coming months. SBGP also expects to kick-off the first funding cycle of Fiscal Year 2019 during Summer 2018. SBGP has engaged a consultant to help applicants and grantees with grant-writing, technical assistance and capacity building and is exploring whether and how to provide support in the future.

Mr. Rogers also reported on Enhanced Services work, including several kick-off projects and a comprehensive, District-wide needs assessment conducted in collaboration with the City of Baltimore Department of Recreation & Parks (BCRP), local communities, and other stakeholders. An Implementation Plan based on that assessment is under development, and SBGP is drafting a Baseline Services Agreement with the City. SBGP also recently announced a partnership with the Ripken Foundation and the City to build three baseball fields in the District over the next three years. A list of possible sites and timeline are under development.

Mr. Rogers discussed the process for developing and evaluating potential Transformational Projects as well as several potential projects under consideration. SBGP plans to make a determination regarding its first potential major commitment to a Transformational Project, the construction of a fitness and wellness center in Cherry Hill, at its upcoming Board of Directors meeting scheduled for March 28, 2018.

Mr. Rogers reported that SBGP plans to hire additional staff in FY 2019 to provide additional capacity as SBGP ramps up its work.

### Proposed FY 2019 Financial Plan (Budget)

Mr. Rogers presented SBGP's proposed FY 2019 Financial Plan, including revenues, expenses, and assumptions.

Mr. Rogers noted that the budgeted revenues include a conservative \$6 million from Local Impact Grants and that SBGP has budgeted to reserve a modest five percent of revenues to protect against future funding fluctuations. Mr. Rogers responded to a few questions related to revenues. He explained that revenues are recognized when SBGP receives the actual figures from the Maryland Racing Commission, usually a few weeks after the end of each month. He also explained that the budget conservatively assumes there will be no carryover but that any carryover would be included in SBGP's Net Assets and, if not already programmed, would be allocated approximately proportional to SBGP's budgeted program expenses.

Mr. Rogers reviewed the program and operating expense line items and ratios, which are in line with industry standards. He noted that SBGP's most significant expenses are its programs and employees and that SBGP plans to grow from four to eight employees by the end of calendar year 2018, including the executive director, three directors and support staff. SBGP otherwise has very few overhead expenses.

There were no further comments or questions regarding the proposed FY 2019 Financial Plan. Mr. Rogers stated that the Financial Plan will be provided to the Local Development Council for comment and presented to SBGP's Board of Directors for approval at its upcoming meeting scheduled for March 28, 2018. It will then be submitted to the Board of Estimates for approval by April 30, 2018.

### Public Comments

Mr. Washington and Mr. Rogers invited members of the public and other meeting attendees to provide any additional comments and questions, and Mr. Rogers responded to several questions.

Mr. Rogers discussed the Enhanced Services work again for several meeting attendees who arrived late and responded to related questions. He explained that SBGP staff conducted the needs assessment by visiting every park and public space in the District with representatives of BCRP, local communities and other stakeholders and then developed the Implementation Plan to address those needs. The multi-year Implementation Plan clearly specifies which tasks will be completed and funded each year by SBGP and other partners. Each project in the Implementation Plan has a budgeted amount.

Mr. Rogers also discussed the Ripken Foundation partnership and site selection process in greater detail. He stated that sites have not been selected, but the goal is to select sites in neighborhoods with greater needs and that lack access to resources. However, there are also technical factors to be considered, including but not limited to the size and grade of potential sites.

A Westport youth football coach spoke about the success, popularity and benefits of Westport's football program, which also serves Lakeland and Mt. Winans, as well as challenges related to the lack of access to fields and recreational opportunities in the community and the lack of investment more generally. Mr. Rogers thanked him for his work and comments. He explained that SBGP is trying to build a sustainable plan for continued investment and also leverage other resources.

Mr. Cohen asked the representatives of Westport, Lakeland, and Mt. Winans present whether a full-size field or mini field would be most helpful and why the football program is using fields in Park Heights. The representatives in attendance stated that the fields in their communities are in need of repairs, they need more fields, and that a full-size field would be most helpful.

Mr. Rogers discussed SBGP's procurement process and guidelines. He stated that SBGP has developed a Procurement Policy and Procedures Manual that aims to direct as much spending as possible into the District, targeting Impact Investments towards local businesses, MBE/WBE firms and social enterprises.

#### Adjournment

There being no further business, comments or questions, the meeting was adjourned at 7:05 pm.



## Minutes of the March 28, 2018 Board of Directors Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Baum Auditorium, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Debbie Ally-Dickerson; Ethan Cohen, proxy for Colin Tarbert; Sandy Davis, proxy for Aparna Jain; Walter Ettinger; Shakira Garcia, proxy for Jackie Grace-Pope; Andy Gervase; Jill Johnson; Justin Lane, proxy for Eric Costello; Alvin Lee; Karl Lowe; Ed Reisinger, proxy for Bernard “Jack” Young; Bill Reuter; and Michael Tyson. Staff in attendance was: Brad Rogers, Executive Director, and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: Brent Flickinger, City of Baltimore Department of Planning; Crystal Hamlett; Jamaal Johnson; Tiffany Jones; Michael Middleton; Shirell Moore; and Pamela Oliver.

Mr. Washington called the meeting to order at 6:15 pm and presided. A quorum was present.

### Welcome and Overview

Mr. Washington reviewed the meeting agenda.

Mr. Washington stated that SBGP held its annual Spring Public Meeting on March 21, 2018 as scheduled. He explained that the meeting was held despite inclement weather earlier that day, because SBGP’s Bylaws and establishing legislation require that the Board give notice of the Spring Public Meeting for three consecutive weeks prior to the date of the meeting and do not provide flexibility for inclement weather or rescheduling the meeting. In order to provide those who were unable to attend the meeting the opportunity to participate and comment, SBGP made the meeting materials available online and invited written comments by email. It was suggested that the Board consider scheduling an inclement weather date in the future.

### Minutes of the January 24, 2018 and February 21, 2018 Meetings

The minutes of the January 24, 2018 and February 21, 2018 Board of Directors meetings were presented and unanimously approved by the Board. They, and future meeting minutes, will be posted on the SBGP website.

### Executive Director Report

Mr. Rogers provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. SBGP continues to administer the grants awarded during the first funding cycle, and the Program Committee is meeting on April 13, 2018 to review grant applications submitted during the second funding cycle. SBGP has engaged a consultant to help manage the Fiscal Year 2017 Transformational Project: helping to fund the Middle Branch Waterfront Plan.

Mr. Rogers reported on staffing. An additional BaltimoreCorps Fellow placed with the Mayor’s Office will be providing support to SBGP’s Enhanced Services and Community Grants work by serving as a community engagement officer. SBGP is also finalizing position descriptions for three new, permanent

staff positions – Community Grants Director, Enhanced Services Director, and Operations Director – which will be posted in the coming weeks. Mr. Rogers requested assistance publicizing the positions, especially to District residents.

Mr. Rogers shared the public comments that were made at the Spring Public Meeting as well as two written public comments submitted by email after the meeting. It was noted that neither of the written comments was directly related to the FY 2019 Financial Plan.

Mr. Rogers provided an update on Senate Bill 480, which Senator Ferguson is sponsoring in the General Assembly of Maryland. The bill specifies that the State distribute SBGP's share of Local Impact Grants directly to SBGP effective July 1, 2018. The bill passed in the Senate, and the first reading had a hearing in the House on March 21, 2018.

Mr. Rogers and Ms. Pitkow discussed Ethics and other Board requirements. Ms. Pitkow reminded the Board that an annual financial disclosure must be filed by each member by April 30, 2018. She will share future Ethics training dates with the Board when the City schedules trainings.

#### Committee and Officer Reports

##### Finance Committee Report and FY 2019 Financial Plan (Budget)

Mr. Rogers presented the Finance Committee Report and FY 2019 Financial Plan on behalf of Beth Whitmer, Treasurer and Finance Committee Chair, since she was unable to attend the meeting. Mr. Rogers reviewed and discussed the FY 2019 Financial Plan with the Board – including revenues, expenses, and assumptions – as well as related public comments, questions and discussion from the Spring Public Meeting.

The FY 2019 Financial Plan was unanimously approved by the Board.

Mr. Rogers stated that the Financial Plan will be provided to the Local Development Council for comment and then submitted to the Board of Estimates for approval by April 30, 2018.

##### Strategic Planning Committee Report and Resolution regarding the Middle Branch Fitness and Wellness Center at Cherry Hill

Mr. Ettinger presented the Strategic Planning Committee Report and, on behalf of the Committee, recommended that the Board adopt the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill. Mr. Ettinger and Mr. Rogers reviewed the project proposal and resolution in detail, including background, the opportunity and strategic value, issues and concerns, definitions of success, and the timeline. There was extensive discussion of the project and resolution.

The Board unanimously voted to adopt the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill.

Mr. Cohen and Councilman Reisinger thanked the Committee and Board for their partnership on the project.

### Program Committee Report

Mr. Rogers presented the Program Committee Report on behalf of Acacia Asbell, Program Committee Chair, since she was unable to attend the meeting. He stated that the Committee is meeting on April 13, 2018 to review grant applications submitted during the second funding cycle; any additional Board members interested in participating were directed to contact Acacia Asbell.

### Communications Committee Report

Ms. Ally-Dickerson presented the Communications Committee Report. She reported that the Committee has not met since the last Board meeting and requested that the Board continue to engage with SBGP on social media and share information with their communities.

### Secretary's Report

Mr. Gervase presented the Secretary's Report and stated that Ms. Pitkow started recording Board and certain other meeting minutes starting with the March 21, 2018 Spring Public Meeting. Meeting notifications were discussed.

### Discussion: Governance and Nominating Committee and Executive Director Performance Evaluation Process

Mr. Washington noted that SBGP's Bylaws state that there will be standing Governance and Nominating committees and that the Board should develop a process for evaluating the Executive Director's performance. Mr. Washington, Ms. Johnson, Mr. Cohen and Mr. Lowe expressed interest in participating in the joint Committee.

### Public Comments

Mr. Rogers noted that no representative of the City was in attendance to distribute the Complete Streets Plan as indicated on the agenda.

Mr. Washington invited members of the public and other meeting attendees to provide any additional comments and questions.

Michael Middleton introduced himself as a resident of Cherry Hill and representative of the Cherry Hill Community Coalition and Cherry Hill Development Corporation. He first thanked the Board for adopting the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill and asked that SBGP continue to work with the community moving forward. Next, he recognized that SBGP must follow certain procedures but expressed disapproval that the Spring Public Meeting was held despite inclement weather. Mr. Washington thanked him for his comments and again explained SBGP's Bylaws and legislative requirements. He also stated that SBGP is researching and considering solutions to try to avoid such issues in the future.

Mr. Cohen announced that the final meeting on the Hanover Street Corridor Study is scheduled for May 30, 2018 and that there may be an interim meeting before then. Additional information should be available on the [Hanover Street Corridor Study page of the City of Baltimore Department of Transportation website](#).

### Other Business

Mr. Washington stated that the next Board meetings are scheduled for April 18, 2018 and June 20, 2018, both from 6:00 to 8:00 pm at MedStar Harbor Hospital. Additional Board meeting dates are to be determined.

### Adjournment

There being no further business or comments, the meeting was adjourned at 7:45 pm.