

Minutes of the April 18, 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 Teleconference Room, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Debbie Ally-Dickerson; Acacia Asbell; Ethan Cohen, proxy for Colin Tarbert; Walter Ettinger; Jackie Grace-Pope; Andy Gervase; Aparna Jain; Jill Johnson; Justin Lane, proxy for Eric Costello; Alvin Lee; Karl Lowe; Bill Reuter; Michael Tyson; and Beth Whitmer. Staff in attendance was: Brad Rogers, Executive Director, and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: Jasmine Esteve, proxy for Andy Gervase (also in attendance); Chris Firehock, Center for Mobility Equity; Avery Harmon, Rails-to-Trails Conservancy; Jayne Jenkins, proxy for Michael Tyson (also in attendance); and a representative of BEvelop, Inc.

Mr. Washington called the meeting to order at 6:22 pm and presided. A quorum was present.

Welcome and Overview

Mr. Washington reviewed highlights of SBGP’s work over the past month and the meeting agenda.

Minutes of the March 21, 2018 and March 28, 2018 Meetings

The minutes of the March 21, 2018 Spring Public Meeting and March 28, 2018 Board of Directors Meeting were presented and unanimously approved by the Board.

Executive Director Report

Mr. Rogers provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. The Program Committee met on April 13, 2018 to review grant applications submitted during the second funding cycle and will present a portfolio of grant awards recommended for Board approval later in the meeting. A comprehensive, multi-year Implementation Plan for Enhanced Services to improve parks, recreation centers and public spaces was completed. The plan has been signed off on by both SBGP and BCRP, and other stakeholders have expressed their support. A kick-off meeting was held earlier in the day to begin the site selection process for the three new ballfields being built with the Ripken Foundation and BCRP. SBGP hopes to announce some youth programming for Summer 2018 soon; the Board discussed related logistics and risk management issues. SBGP has finished drafting the Baseline City Services Agreement with the City and submitted it to the Mayor’s Office, which is coordinating review with the Law Department and City agencies.

Mr. Rogers reported on staffing. Position descriptions for the Community Grants Director, Enhanced Services Director, and Operations Director positions have been posted and the application deadline is April 20, 2018. Jillian Drummond, who served as Community Grants Manager, is no longer working for SBGP.

Mr. Rogers provided an update on Senate Bill 480, sponsored by Senator Ferguson in the General Assembly of Maryland. The bill passed and is awaiting approval by the Governor.

Ms. Pitkow discussed ethics and other Board requirements. An annual financial disclosure must be filed by each Board and proxy member by April 30, 2018. Future ethics training dates will be shared with the Board when the City schedules them.

### Committee and Officer Reports

#### Program Committee Report

Ms. Asbell presented the Program Committee Report. The Committee met on April 13, 2018 to review grant applications submitted during the second funding cycle. On behalf of the Committee, Ms. Asbell and Mr. Rogers presented and reviewed a portfolio of grant awards recommended for Board approval.

There was extensive discussion of the grant review process and recommended portfolio of grant awards. In response to a question from Ms. Jain, Mr. Rogers stated that equity was considered as part of the review process and portfolio development, but an equity analysis presentation was not completed due to time constraints. Mr. Rogers noted that there is approximately \$50,000 of unallocated funds remaining in the Community Grants budget line item, and the Board agreed that the Finance and Program Committees should address how to manage excess/unallocated program funds.

The Board voted to approve the recommended portfolio of grant awards (attached). Ms. Jain abstained from voting due to the lack of an equity analysis presentation.

Mr. Rogers stated that SBGP will work to send out award and decline letters to all applicants as soon as possible.

#### Strategic Planning Committee Report

Mr. Ettinger reported that the Strategic Planning Committee has not met since the last Board meeting. The next Strategic Planning Committee meeting is scheduled for Tuesday, May 8, 6:00-8:00 pm at SBGP's offices at Betamore's Light Street campus at 1111 Light Street, 4<sup>th</sup> Floor, Baltimore, MD 21230.

#### Finance Committee Report

Ms. Whitmer reported that the Finance Committee has not met since the last Board meeting. The next Finance Committee meeting is scheduled for Tuesday, April 24, 1:00-2:00 pm in the ABAG Conference Room at 2 E. Read Street, Baltimore, MD 21202.

Ms. Whitmer reported that SBGP is pursuing an operating line of credit with PNC Bank to continue to build credit history and better manage cashflow in the event of lags in the receipt of revenues.

#### Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting. SBGP staff is developing a calendar of meetings and events to share with Board members and the public.

### Joint Governance and Nominating Committee Report

Mr. Washington reported that the joint Governance and Nominating Committee has not met but plans to begin work to ensure that the Board runs effectively and efficiently and to begin developing a process for identifying and nominating potential Board members. The Committee members are Mr. Washington, Ms. Johnson, Mr. Cohen and Mr. Lowe.

### Secretary's Report

Mr. Gervase presented the Secretary's Report. Ms. Pitkow has started recording Board and certain other meeting minutes. She confirmed that Board meeting minutes are now being posted on the SBGP website once they are approved.

### Rails-to-Trails Conservancy Presentation

Avery Harmon made a presentation about the Rails-to-Trails Conservancy – a national nonprofit organization based in Washington, D.C. – and its Baltimore Greenway Trails Network project. The project will connect three existing trails — Gwynns Falls, Jones Falls, and Herring Run — with 10 additional miles of trail to close critical gaps to create a continuous, 35-mile loop providing residents with a safe and active way to access major institutions and destinations in Baltimore, including universities, hospitals, museums, parks, schools, waterfronts and employment centers. The Conservancy hopes to complete the project in the next five to seven years and to coordinate with other trail improvements, community and equitable development projects. Fundraising is underway, and they are hosting an open house on April 26, 5:30-7:30 pm at the Enoch Pratt Library Light Street branch.

### Public Comments

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

A member of the public thanked the Board for SBGP's work, vision and partnership with its communities. He shared that he helped organize Baltimore's First Annual Hanami Cherry Blossom Celebration Picnic, which was held in Middle Branch Park on Saturday, April 14 and had a few hundred attendees.

Ms. Johnson invited everyone to view MedStar Harbor Hospital's new art installation. The artist, a medical and PhD student at Johns Hopkins University, photographed the neighborhoods of Cherry Hill and Brooklyn and interviewed residents to share positive stories of Baltimore and its neighborhoods.

### Other Business

Mr. Washington stated that the next Board meeting is scheduled for June 20, 2018 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 7:53 pm.

**SBGP Approved Grant Awards - Winter 2018 Cycle**

<b>Applicant</b>	<b>Project</b>	<b>Amount</b>
<b>Small Grants</b>		
Pigtown Main Street Inc.	Bloom the Boulevard	\$5,000
Lakeland Coalition Green and Clean Team	Movies in the Park 2018	\$2,200
Teach For America Baltimore	Lakeland Elementary/Middle School Teach For America Corps Member and Alumni Support	\$5,000
Fishes & Loaves Pantry, Inc.	Lakeland/Mt. Winans/Westport Senior Symposium	\$5,000
LET'S GO Boys and Girls, Inc	LET'S GO Westport STEM Program	\$5,000
Ridgely's Delight Association	National Night Out Picnic	\$675
Ridgely's Delight Association, Inc	South Baltimore Softball Classic	\$2,310
South Baltimore Partnership	Summer Outdoor Events	\$3,000
South Baltimore Partnership	Senior Committee	\$5,000
Cherry Hill United Methodist Church	Cherry Hill UM Church Soup Kitchen & Pantry	\$5,000
Cherry Hill Ministerial Alliance	Community-Wide Thanksgiving Dinner	\$5,000
Boys & Girls Clubs Metropolitan Baltimore	Westport BGCMB After School Programs	\$5,000
The Church of the Advent	Accessibility Ramp(s)	\$5,000
EndsideOut	Turn Your Health Inside Out	\$3,000
<b>Subtotal - Small Grants</b>		<b>\$56,185</b>
<b>Medium Grants</b>		
Civic Works	Baltimore Orchard Project	\$10,000
Southwest Partnership. Inc (SWP)	Pigtown Renaissance	\$50,000
Pigtown Main Street Inc.	Clean & Green Team	\$15,000
Lakeland Elementary/Middle School	Early Childhood Playground	\$30,000
Living Classrooms Foundation	BEE SMART (Baltimore Environmental Education Summer Math and Reading Trailblazers)	\$25,000
Blue Water Baltimore	Community Development in Cherry Hill	\$25,000
The Marching Elite Foundation	March on Wheels	\$31,000
<b>Subtotal - Medium Grants</b>		<b>\$186,000</b>
<b>Large Grants</b>		
Cherry Hill Eagles Foundation	Youth Programming & General Operating Support	\$50,000
Federal Hill Main Street	FHMS Program Initiatives	\$35,000
<b>Subtotal - Large Grants</b>		<b>\$85,000</b>
<b>Total - All Grants</b>		<b>\$327,185</b>

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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 (by telephone); Debbie Ally-Dickerson; Ethan Cohen, proxy for Colin Tarbert; Jasmine Esteve, proxy for Andrew Gervase; Walter Ettinger; Aparna Jain; Alvin Lee; Karl Lowe; Bill Reuter; Michael Tyson; and Beth Whitmer. SBGP team members in attendance were: Brad Rogers, Executive Director; Amy Bernstein, Technical Support Officer; Derrell Frazier, Community Engagement Officer; Oscar Harrell, Enhanced Services Director; David Minges, Community Grants Director; and Erica Pitkow, Operations Director (recording minutes). Members of the public and others in attendance were: Scott Davis, Office of the Council President, and Chris Firehock, Center for Mobility Equity.

Ms. Whitmer called the meeting to order at 6:10 pm and presided since Mr. Washington was participating by telephone. A quorum was present.

Welcome and Overview

Ms. Whitmer reviewed highlights of SBGP’s work since the last meeting and the meeting agenda.

Minutes of the April 18, 2018 Board of Directors Meeting

The minutes of the April 18, 2018 meeting were presented and unanimously approved by the Board.

Executive Director Report

Mr. Rogers reported on staffing and introduced the Enhanced Services Director, Community Grants Director, Operations Director, Technical Support Officer, and Community Engagement Officer. The Technical Support Officer is a consultant to SBGP and the Community Engagement Officer is a BaltimoreCorps Fellow placed with the Mayor’s Office. The SBGP team members discussed their professional experience and responsibilities.

Mr. Rogers provided an update on Senate Bill 480, sponsored by Senator Ferguson in the General Assembly of Maryland. The bill was approved by the Governor and will be effective July 1, 2018.

Mr. Rogers and the team provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. A timeline was reviewed for the next Community Grants cycle, which will open on July 9, 2018 and close on August 31, 2018. Grantee and applicant outreach and capacity building efforts were discussed, including grant writing workshops. In response to comments and a recommendation from Ms. Jain, staff agreed to begin tracking and comparing workshop attendees, grant applicants and grant awards so they can assess whether the workshops are effective and SBGP should continue to invest in them. Staff and directors indicated that they anecdotally believe the workshops to be effective based on the previous grant cycle and feedback.

SBGP recently announced several free Summer 2018 youth sports leagues in Carroll Park and Lakeland Park in partnership with the Parks and People Foundation, VoloCity Kids Foundation, BCRP and Friends of Carroll Park. Ms. Pitkow reviewed risk management best practices related to youth activities, including sports leagues. SBGP plans to begin to evaluate the necessity of each of these ideal best practice recommendations on a project-by-project basis and to begin to develop standard practices.

Ms. Pitkow discussed ethics and other Board requirements. Future ethics training dates will be shared with the Board when they are schedule by the City.

## Committee and Officer Reports

### Finance Committee Report

Ms. Whitmer reported on the May 22, 2018 Finance Committee meeting and reviewed the April 2018 financial statements and reports. According to the most recent reports on Local Impact Grant funds from the Maryland Racing Commission, SBGP expects to receive more than the \$6 million of revenues included in the revised FY18 budget. Staff is working with the Finance Committee to develop a proposal for any excess and other unallocated FY18 funds.

The Board discussed SBGP's cash position; accrued, actual and anticipated revenues and expenses; and the anticipated timing, mechanics, and optics of revenues and expenses. The Finance Committee discussed all of the reports and items they review monthly, including the items discussed by the Board, and agreed to consider how to better share that information with the Board in a concise manner. In response to a question from Ms. Jain, Ms. Pitkow stated that SBGP is finalizing an employee handbook that addresses employee reimbursements.

Ms. Whitmer presented an update on the \$250,000 line of credit SBGP has been pursuing with PNC Bank to continue to build credit history and prepare SBGP to better manage cashflow in the event of future lags in the receipt of revenues. Ms. Pitkow reviewed the terms and closing documents and requirements. On behalf of the Finance Committee, Ms. Whitmer recommended that the Board of Directors approve the line of credit and adopt the Resolutions for Extensions of Credit and Incumbency Certificate. The Board discussed the line of credit extensively, including draw requests and approvals.

The Board of Directors unanimously approved the line of credit and adopted the Resolutions.

### Strategic Planning Committee Report

Mr. Ettinger reported on the May 10, 2018 Strategic Planning Committee meeting. The Committee is continuing to develop a structured review process and status tracking document with Mr. Rogers for Transformational Projects. Mr. Rogers presented updates on prospective projects and projects underway, including the Middle Branch Fitness and Wellness Center in Cherry Hill, Middle Branch Waterfront Plan, South Baltimore Workforce Transit Hub and TOD, and B&O Corridor. Information was shared on a preliminary community input meeting for the Middle Branch Waterfront Plan scheduled for next Thursday, June 28. Mr. Rogers will also present on the project at Ignite Baltimore that evening. The Board discussed the need for continued and accessible opportunities for community input as part of the ongoing planning process.

The date of the next Strategic Planning Committee meeting will be shared when it has been scheduled for later this summer.

#### Joint Governance and Nominating Committee Report

Mr. Washington reported that the joint Governance and Nominating Committee had not met and there was no business to report.

#### Program Committee Report

Ms. Asbell was not present; however, it was noted that the Program Committee had not met since the last Board meeting and that there was no business to report.

#### Communications Committee Report

Ms. Ally-Dickerson reported on the June 19, 2018 Communications Committee meeting. SBGP staff is developing a communications plan and continuing to work on a calendar of meetings and events to share with Board members and the public. The Committee and staff are continuing to consider how best to outreach and engage with the communities, including distributing information by email and Board member community representatives as well as through the Community Engagement Officer's work with communities.

#### Secretary's Report

Ms. Esteve stated that there was no business to report.

#### Public Comments

There were no comments or questions from members of the public or other meeting attendees.

#### Other Business

The Board discussed whether to schedule the next meeting for either July or August 2018. The Board agreed that it is not necessary to meet during both months and that the next meeting should be held on the third Wednesday of either July or August, 6:00 to 8:00 pm at MedStar Harbor Hospital as usual. Ms. Pitkow will send out a Doodle poll for the two dates and then confirm the next meeting date.

#### Adjournment

There being no further business or comments, the meeting was adjourned at 7:55 pm.