

**Charles Village Community Benefits District
Board of Directors Meeting
2434 St. Paul Street, Baltimore, MD 21218
January 24, 2017 at 7pm**

Members Present: Kelly, Murphy, Allen, Stahl, Drasher, Mielke, Ellis, Clarke, Riveles, Jelavich, Finan, Sheridan, Herman, Richardson, Ward (by phone); participating guest: Hill

Call to Order 7:09pm

Approval of Agenda – no objections

Oath of Office

Election of Officers

- Executive Committee proposed slate of officers – Herman (president), Riveles (VP), John (Treasurer), Drasher (Secretary), Finan (At Large)
- Motion to approve slate as presented: Favor – 8; against – 2; abstain – 3

Approval of minutes for December 2016

Conflict of Interest forms signed

Contact sheet completed; Executive Director will update for 2017

Committee assignments – written description of committees distributed. Majority of members need to be present so Committees will have to be approved at next meeting with quorum

Director's Report

- Contact sheet to be distributed next week (for members only)
- Board manual distributed – substantially modified from last version. Manual 2nd tab (reduced manual from 80 pages to 9; based on board development topics from last year; By-laws – official by-laws; Annual Report 2016 – mailing to 50+ NPOs, city hall, nonprofits and churches for fundraising drive
- New members (and old) – David will be available to go over the organization and manual, if interested

Committee Reports

- **Executive** (Herman) –
 - Quorum, minutes approved, no motions, no new business
 - No one to serve as Secretary or At-Large in upcoming year
 - Sent out email to people with interest (Drasher and Finan volunteered)
- **Program** – met unofficially this month
 - MOU with city police for safety services has been signed and is with city and BOE within 2 weeks
 - Will then end contract with Hire Police
 - More hours of coverage for slightly less money and will look like police and drive in police car
 - Will report to Northern District (Captain Gibson) but Tony Brown will oversee the program and work with Northern District to ensure coverage
 - Base Line Agreement makes sure that this will not take away from regular patrols throughout the city
- **Governance** (Sheridan)
 - Committee reports are too brief; don't give enough information so they didn't approve at last meeting
 - January meeting was scheduled and then cancelled

- **Finance** (Hill for John): reviewed financial document to track surcharge tax receipts (money received monthly varies, so important to track); balance sheet; profit and loss/budget performance statement
 - \$604,000 in revenue – 78% of total amount expected
 - Balance sheet \$167,000 – 49% more than last year – good news
 - Reserve fund \$120,230 – 4% more than last year and expected to increase to \$164,000 approx.
 - Profit/loss – surcharge tax \$34,300 more for November - \$79,000 more YTD
 - Health insurance – underspent by \$3,500 b/c 2 less employees than beginning of year
 - Hire Police – higher than budgeted by \$4,000 for the year – entered into contract with Waverly Main Street (WMS) to provide supplemental patrols offset by with WMS reimbursement
 - Salaries – running \$5,000 less (approx.) because of staff changes
 - Depreciation – line item in budget now which is why it looks like a negative variance

Date for Quad elections – October 24

Public hearing on financial plan (coincide with March meeting) – 3/2

New business - None

Public Comment – Emil Volcheck:

- Base Line Agreement (DOT – Vernetta Brunson was very helpful)
- Congrats to David on police contract
- Standing committee appointments carry over until quorum at next meeting to approve

Announcements: Theresa is trying to get ahold of Mr. Abrams at insurance company but no one is having any luck and other businesses don't know if they are still insured

Adjourned at 8:43pm