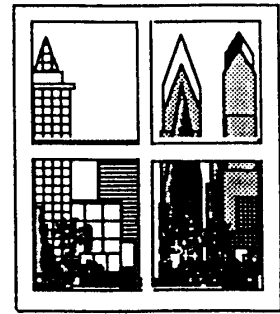


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S O S N A

Neighborhood Advisory Committee  
Board Meeting  
October 27, 2004  
-- DRAFT --

Board Members Attending: Laura Blanchard, Soledad Perez Gillsepie, Ann Hoskins-Brown, Ted Lee, Juanita James, John McHugh, Sharon Melvin, Tony Moretti, Sam Porter, Les Robbins, Bernie Woodard

Board Members Absent: Richard Gliniak, Gail Harrington, Marion Jones, Marni Showell

Also Present: Eve Lewis, David Feldman, Larry Shaeffer, Matt Corcoran, Aaron Rodgers

Laura Blanchard opened the meeting by introducing the new board members. She then introduced Larry Shaeffer, a community member who asked to address the board on the Hometown Streets initiative.

Safe Streets Presentation: Larry Shaeffer discussed the Hometown Street and Safe Routes initiatives noting that they tie into a variety of sources of funding for traffic calming that have mostly been used in the suburbs. He requested the formation of a SOSNA committee of residents and board members to look into these programs. He noted that the program includes streetscaping, and street furniture in addition to traffic calming. Soledad Perez Gillsepie volunteered to serve as the board liaison to work with Mr. Shaeffer and suggested that we recruit representatives from all of the neighborhood schools. David Feldman offered to help identify other resources and help review proposals. Les Robbins and Ted Lee also offered to help. Larry Shaeffer will report back to the board at our next meeting. Ted Lee moved that the board resolve ---

Minutes: Laura Blanchard pointed out several corrections to the minutes. A motion to approve the corrected minutes was moved, seconded and unanimously approved.

Staff Reports: Eve Lewis reviewed the NAC report. She explained the role of the NAC Alliance to the board and noted that they are sponsoring a black tie fundraiser. She asked that board members consider attending the event. She commented that the Alliance is in the process of acquiring 501(c)(3) status and, once it achieves that status, would provide broad based support services to the NACs throughout the city.

Ms. Lewis reviewed the Fall Fair financial report and Laura Blanchard pointed out that we are projecting a surplus of around \$1,500. Ms. Blanchard noted that the Personnel

Committee recommended that these excess funds be considered a “NAC Director’s Fund” to be used for programs at the Director’s discretion.

Ms. Lewis pointed out her suggestion that the Board write to the City Planning Commission formally requesting a copy of the neighborhood strategic plan. Ted Lee agreed to write such a letter as Chair of the Strategic Planning Committee. Finally, Ms. Lewis reviewed the Pittsburgh grant and said that the University of Pittsburgh had referred us to a consultant who could complete the needs analysis.

David Feldman reviewed the status of the Target Basic Systems Repair Program noting that we have 8 active clients plus one additional client who is suffering from “tangled title” issues. He has conducted site visits at 5 of the houses and has contractors lined up for several projects. He stressed that we need to have escrow accounts set up at the bank as soon as possible to move forward with construction. He commented that some kinds of projects are easier to complete within the parameters of the program and stated that homeowners are aware that some components may not be able to be completed within the framework of the program.

In his capacity as Executive Director, Mr. Feldman reported that he had finally received most of the financial information he needed from Tom Strybuc and stated that he will be putting together a consolidated budget and better financial reports to get a handle on our income and expenses. He noted that each program has a different program year and that none of them correspond to the calendar year which SOSNA uses as its fiscal year. He commented that he is moving SOSNA towards increased funding streams and working develop recommendations for improving some of our organizational issues including our phone system, and computer issues.

Financial Report: Tony Moretti noted that Tom Strybuc has been working with SOSNA for many years but that he is overburdened. Tony is working to rectify the situation and has purchased Quickbooks software for SOSNA. He commented that he would like to move our bank accounts to Sharon Savings Bank when it opens. Ted Lee moved that the Treasurer be empowered to move our accounts to Sharon Savings Bank as of November 1, 2004. Ann Hoskins-Brown seconded the motion which carried unanimously.

Mr. Moretti reviewed the financial report reminding the board that we are on a reimbursement schedule from the City – we incur expenses up front then get reimbursed. He noted that the City tends to run behind in sending our reimbursement checks. Laura Blanchard reported that one option we have is to obtain a line of credit to use as a “float” until the reimbursements are paid. There is one program available to NACs that will provide up to \$15,000 with a one time 3% fee. This fee would be considered a reimbursable expense by OHCD.

Ted Lee moved to accept the financial reports; Soledad Perez Gillespie seconded the motion; and the motion carried unanimously.

Chair's Report: Laura Blanchard began her report by suggesting that we send thank you letters to all our past board members. A motion to that effect was made, seconded and carried unanimously.

Ms. Blanchard noted that the Philadelphia Planning Commission was completing a strategic plan for our neighborhood and now SOSNA needs to begin conducting an organizational strategic plan. She reported that we had unspent funds from our Year 29 Budget and that OHCD has approved spending part of these funds to work with the LaSalle Nonprofit Management Center to conduct board training and to undertake their Executive Transitions program. The ET program will help us understand how to go about organizational strategic planning as well as to understand what sort of skills we will require in an Executive Director. A consultant will interview stakeholders as part of the program. OHCD is also helping us to identify additional funds to conduct a full day retreat.

#### Officer Election:

- Ann Hoskins-Brown nominated Laura Blanchard to continue as Chairperson. A vote was taken and all approved.
- Laura Blanchard nominated Ted Lee to continue to serve as Vice Chairperson. A vote was taken and all approved.
- Laura Blanchard nominated Ann Hoskins-Brown to serve as Corporate Secretary. A vote was taken and all approved.
- Laura Blanchard nominated Tony Moretti to continue to serve as Treasurer. A vote was taken and all approved.
- Laura Blanchard nominated Marni Showell to continue to serve as Controller, noting that she had confirmed her willingness to serve prior to the meeting. A vote was taken and all approved.
- Laura Blanchard nominated Ann Hoskins-Brown to serve as Assistant Controller. A vote was taken and all approved.
- No board member present at the meeting was interested in serving as Recording Secretary. Laura Blanchard will contact those board members who were not present to see if anyone is willing to serve.

#### Committees:

Laura Blanchard noted that our strongest needs are for people to serve on the following committees: Development, Zoning, Outreach, Open Space, and Policies. All board members need to serve on at least one committee. She circulated a list of incumbent committee members as well as draft committee charges, stressing that these were

included for discussion purposes only and would be subject to committee revision and subsequent board approval. Board members agreed to serve on committees as follows:

Personnel – Laura Blanchard, Ann Hoskins-Brown, Soledad Perez Gillespie, Ted Lee, and Sharon Melvin

Finance – Tony Moretti, Ann Hoskins-Brown, Les Robbins

Development – Laura Blanchard, John McHugh, Ann Hoskins Brown

Zoning – Sharon Melvin, John McHugh, Soledad Perez Gillespie, Ann Hoskins-Brown, Bernie Woodard, Les Robbins and non-board volunteers Eve Lewis and Aaron Rodgers.

Safety – Sam Porter, Juanita James, and Bernie Woodard

Condemnation – it was agreed that this would be a “committee of the whole” because of the general community’s sensitivity to condemnation issues

Neighborhood Strategic Planning – Ted Lee

Schools – Soledad Perez Gillespie, Tony Moretti

History and Architecture – Ann Hoskins-Brown, Laura Blanchard

Outreach – Laura Blanchard, John McHugh and non-board members Eve Lewis and Aaron Rodgers

Policies – Laura Blanchard, Ted Lee, Ann Hoskins-Brown and non board members David Feldman, Eve Lewis and Matt Corcoran

It was suggested that the Zoning Committee meet as a committee with David Auspitz or another member of the Zoning Board of Adjustment and Kelli Richards of Council President Verna’s office to discuss their needs for community input into the zoning process and our zoning protocol. The Zoning Committee needs to then further develop our policies and procedures with regard to zoning.

In the course of the discussion, it became obvious that there was no clear charge for the Housing Committee and that there were several options for that committee including working with the Targeted Basic Systems Repair Program. David Feldman will develop options for this committee’s charge to be discussed at the November board meeting.

We briefly discussed the Open Space committee, but no volunteers were identified. Committee sign-up sheets will be available at the November general meeting.

Board Resolutions: By motions duly made, seconded, and unanimously carried, it was:

- Resolved, that Larry Shaeffer be authorized to form a committee of community residents to study the Home Town Streets Program and make recommendations to the SOSNA Board, and that Soledad Perez Gillespie serve as Board liaison to that committee.
- Resolved, that the Board recognize with thanks the services of outgoing Board members Gloria Jackson, Alan Mandel, William Pearson, Jennie Robbins, and Doerte Smith. Laura Blanchard will prepare the letters.
- Resolved, that the chair, in consultation with the executive committee, be empowered to submit a budgetary change request to OHCD for the Housing Counseling and TBSRP programs to provide proportional support to the interim executive director as well as contract management of the TBSRP program.
- Resolved, that the personnel committee, in consultation with the executive committee, complete the performance evaluation for Eve Lewis and authorize an appropriate salary increase.
- Resolved, hat the treasurer be authorized to transfer SOSNA bank accounts from First Republic Bank to Sharon Savings Bank, effective November 1.

Calendar:

- The November board meeting will be held on Monday, November 22<sup>nd</sup> at 7 PM.
- The December board meeting will be on Wednesday, January 5<sup>th</sup> at 7 PM.
- The January board meeting will be held on Wednesday, January 26<sup>th</sup> at 7 PM.
- A tentative date, now confirmed, for the Board training was set for Saturday, December 11<sup>th</sup> from 9:30 AM until 12 PM, the place to be determined. Les Robbins will see if his company conference room is available.

The meeting was adjourned at 9:30 PM.

*Respectfully submitted*  
*Ann Hoskins-Brown*  
*Interim Recording Secretary*