



Board of Directors Meeting Minutes December 19, 2023

Board Members Present: Brendan Zak, Katrina Homer, Gordy Jones, Kate Warren, Adam Saurwine, Harry Quinones, Marlon Brown, Berto Huertas, Andrew Katusin, Philena Seldon **Staff:** Lucas Reeve, Amber Jones, Jess Timms, Charles Kennick.

Meeting was called to order at 6:03pm. Brendan Zak asked if anyone had any edits to the minutes or would like to move to approve them. Kate Warren made a motion to approve the December minutes, Marlon Brown seconded, minutes were approved.

Treasurer's Report (Gordy Jones) Highlighted the monthly financials, including that the monthly meeting took place virtually. Operating line of credit was paid down, and the acquisition line was paid down with sale proceeds from Mayview project. The organization is closing out the year strong. Kate Warren made a motion to approve the treasurer's report, Harry Quinones seconded, financials were approved.

New Employee Handbook (Amber Jones) Shared that the handbook has been updated from its previous 2014 version, and that process included reviewing other peer organizations as well as private sector businesses. The new content and changes include organizational history, values, DEI statement, adding Juneteenth holiday, holiday & summer office closure, PTO/vacation/VTO, and parental leave. Lucas Reeve added that the new Handbook was vetted through the Executive Committee and that the intention behind some of the updates were to give the organization a tool to attract and retain staff with best-in-class benefits. Additionally, at the request of Brendan Zak, Lucas shared some comments and questions from Liz Kilroy Hernandez, who was unable to join the meeting. Lucas added that the organization would ensure proper in person office coverage and access for community members, during any seasonal closure times.

Old Brooklyn News Digital (Amber Jones) Commented that the Old Brooklyn News is one of the most effective communication tools the organization has, and the plan is to add a digital version to be emailed monthly. The print version will continue to come out quarterly. The digital version will take the place of the current weekly email update and have the added benefit of including content including mini articles, volunteer opportunities, resources, and a member only portal. The goal is to streamline communications, build the recipient list, share OB stories and resources, and strengthen the Old Brooklyn brand.

Memphis & Pearl Update (Lucas Reeve) Updated that the Development Team had a very positive meeting with City of Cleveland Community Development representatives concerning the project. The City officials were excited to hear the project was on schedule and the two groups will continue to collaborate into 2024. Contracting is underway for the City of Cleveland Economic Development grant, and the Development Team is providing documentation and setting up meetings with the Office of Equal Opportunity in January 2024. The application to the State of Ohio Brownfields program was successfully submitted through the Cuyahoga County Land Bank, with support from City and County representatives.

New Business: None.

Meeting adjourned at 6:56pm