



# Kingston City Land Bank, Inc.

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*Daniel Kanter, Chair  
Callie Jayne, Vice Chair  
Bartek Starodaj, Secretary  
Omari Washington, Treasurer*

*Brenna L. Robinson, Executive Director*

**DRAFT**  
**MEETING MINUTES**  
**October 28, 2019**  
**City Hall, Conference Room #1**  
**6:30 PM**

Board Members Present: Ilana Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Omari Washington, Steve Noble

Board Members Absent: Matthew Gillis, Stephen Knox

Staff Members Present: Brenna Robinson, Kaitlyn Armstrong

Staff Members Absent: Amanda Bruck

Others Present: Aliza Krevolin, Community Foundations of the Hudson Valley; Jimmy Buff, Radio Kingston; Erika Brown, Radio Kingston; Martin Kirk, NoVo Foundation; Dylan Lacombe

**Call to Order** - The meeting was called to order by Daniel Kanter at 6:32 PM.

**Public Comments** - No public comments..

**Reading & Approval of Minutes of Previous Meeting(s)** - Motion to approve the September minutes was raised by Daniel Kanter, seconded by Anezka Sebek. The minutes of the September board meeting were approved unanimously.

## **Reports of Committees & Executive Director**

### Executive Director Report

- Enterprise Grant - Robinson submitted all documents for the enterprise grant.
- Attorney - New attorney has been hired and has reviewed the disposition policy.
- Insurance Acquisition - Robinson has submitted documents to Brown & Brown. Insurance needs to be finalized with the insurance officer; this will allow the acquisition process to begin.
- Partner Organization Outreach - A plan for partner outreach should be created so that we can begin our communication with potential partners. This will be on the agenda for the next communications committee meeting.
- Maintenance RFP - Not created yet. Robinson must develop during the upcoming month. Additionally, Robinson will reach out to Arc and Gateway to see if there is a potential partnership with these two organizations to assist with maintenance.



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The board also reviewed whether the project management spreadsheet is still a relevant tool for staff and board members to use. It was decided that, as an internal operations issue, we should further review this in the communications committee meeting. Noble also proposed that we host a facilitated board training so that roles and expectations between the ED/staff members and board members are clear. This opportunity will be reviewed during the next governance meeting.

### Finance/Audit Committee

- Robinson reviewed the revised 2019 budget and proposed 2020 budget as well as the personnel budget. The board will vote on both budgets during the November board meeting.

*Action Items: Board to do a full review of the 2019 and 2020 budgets and prepare to vote during the November board meeting.*

### Communications & Community Engagement Committee

- The committee met with Rebecca in October to review the website and current decision points, especially mapping and email software. Robinson will follow up with Rebecca to finalize the logo and to prepare the house signage.
- Next month the committee will discuss the preparation of a local outreach plan with partner organizations.
- Going forward for communication we will use land bank emails only, beginning October 29.
- Robinson reported that she still needed to receive quotes from Noble and Kanter, among others, before she could share an updated draft for board approval.

*Action Items: Committee will review internal project management communication and a local outreach plan during the next monthly committee meeting. Robinson to finalize press release and share draft with communications committee.*

### Governance Committee

- Sebek re-introduced the Code of Ethics and Conflict of Interest Policy. Noble clarified that the Annual Statement of Financial Disclosure Form though it is due on February 15 of each year, is actually for reporting for the prior calendar year. Each board member has an ongoing responsibility to inform the board if there are any changes. Motion to approve the Code of Ethics and Conflict of Interest Policy raised by Kanter, seconded by Berger. Motion approved unanimously.

*Action Items: Governance committee to review staff training opportunities during the next committee meeting.*



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### Acquisition/Disposition Committee

- Kanter re-introduced the disposition policy. Kanter explained that it took longer than expected for legal to do a full review of the disposition policy. Nonetheless, Kanter provided new disposition policy with community edits (in yellow) and legal edits (in orange). He also explained that the policy has been reviewed by local stakeholders and housing experts.
- Berger proposed that we take another month before voting on the disposition policy because there is a need for housing experts to review the policy to see if there are any further mechanisms to ensure permanent housing affordability.
- Kanter mentioned that he doesn't disagree with the need for additional review. However, he stressed that we should pass the policy as soon as possible to move forward as the policy doesn't need to be perfect and can always be amended.
- Jayne stressed that we can continue with other ongoing work while we continue to investigate options for editing the disposition policy.
- Noble agreed that we should wait another month prior to voting given the need for additional review.
- Starodaj asked if a list of individuals that have reviewed the disposition policy thus far could be sent. He also suggested the entire board should take on the responsibility for sourcing feedback.

*Action Items: Kanter to send along a full list of individuals that have reviewed the disposition policy thus far. Board as a whole to review disposition policy next steps and provide ideas for possible expert consult.*

### **Unfinished Business**

None

### **Announcements -**

**Adjournment** – Motion to adjourn was raised by Jayne, seconded by Berger. Meeting was adjourned at 8:12 PM.

Respectfully submitted,

Bartek Starodaj