

Kingston City Land Bank, Inc.

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

Brenna L. Robinson, Executive Director

MEETING MINUTES
July 22, 2019
City Hall, Conference Room #1,
6:30 PM

Board Members Present: Ilana

Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Stephan Knox, Steve Noble, Omari Washington

Board Members Absent: Matthew Gillis

Staff Members Present: Kaitlyn Armstrong

Staff Members Absent: Brenna Robinson

Others Present: Miles Gorden, Resident of Main St Kingston, NY, Aliza Krevolin, Community Foundations of the Hudson Valley, Erica Brown, Radio Kingston, John Dickson, Kingston Resident, Christine Brady LaVelle, Habitat of Humanity Ulster County

Call to Order – The meeting was called to order by Daniel Kanter at 6:33 PM.

Reading & Approval of Minutes of Previous(s) – Motion to approve minutes was raised by Callie Jayne, seconded by Anezka Sebek. The minutes of the meeting were approved unanimously.

Public Comments

Miles Gorden of 235 Main St. expressed his concern for the deterioration of the nearby land bank property (248 Main St.). He urged the committee to act before the nearby Main St Property deteriorates further and to bring this property back onto the tax rolls via a public auction.

Christine Brady LaVelle, Executive Director of the Habitat of Humanity Ulster County, briefly spoke to introduce herself and expressed interest in collaborating.

New Business

Committee Report-Outs

Finance

- No finance meeting was held this month

Action Items: none

Communications

- A public forum was scheduled for September 10 (6:30-8:30pm) to share the full disposition policy. The location is to be determined in the midtown neighborhood.

Kingston City Land Bank, Inc.

- A draft social media policy was created by the committee to guide social media use. A motion to approve the social media policy was raised by Kantar, seconded by Washington. The draft social media policy was unanimously adopted by the board.
- Jayne mentioned that the word “commission” should be removed from the minutes. A motion to amend the policy to remove all iterations from “commission” and “commissioner’s” was raised by Jayne, seconded by Sebek. The amendment was unanimously adopted by the board.
- Jayne introduced the [client questionnaire](#) from Beccatoron Studios. Noble mentioned that we should reference the original visioning brainstorm document from the board to inform our answers. Kantar mentioned that clarity should be the clear goal. Noble mentioned that one challenge/tension is that we are trying to both educate the public and also move the properties. All board members should provide feedback on the first two pages of the questionnaire by July 26.

Action Items: Reserve September 10 (6:30-8:30) on your calendars. All board members should fill in their notes on the first two pages of the marketing and branding questionnaire on the google doc or send via email by July 26.

Governance

- A mission and vision policy was drafted by the governance committee. A discussion was held around the importance of self-evaluation. It was decided that the first self-evaluation will be held six months after adoption of the policy. A vote on the policy was tabled until the August board meeting when an ethics policy will also be drafted.
- Noble confirmed that a contract should be drafted between the Land Bank and the City to clarify staff & resource sharing. The timeline of this contract is to be determined.
- The governance committee also discussed upcoming educational activities, including the Land Bank association conference (2020) and possible grants from the Center for Community Progress.

Action Items: None

Acquisition/Disposition

- A draft of the disposition policy has been created and will be shared with the board. Each board member should review the draft and provide comments by the August board meeting.
- Callie mentioned that there are certain items that continue to be fleshed out, including a point system for the disposition policy. These items are highlighted.

Action Items: Each committee member to review the draft disposition policy and provide feedback via “suggestions” on the google doc. Any major additions should be done on the last page.

Executive Director Report -

Announcements –

Board members that visited the Albany County Land Bank/Albany Land Trust reported out on the field trip.

All board members should make sure to use the new project management spreadsheet for major tasks. This is also where major committee to do’s should live. The goal of this spreadsheet is to hold all parties accountable for progress as the board jumpstarts operations.

Unfinished Business

Kingston City Land Bank, Inc.

Emails - Kaitlyn explained that she is waiting for Kyle to clarify next steps on set up for the email. However, Brenna will actually execute on the set up. This brings up a larger issue of how to share resources between the land bank and the city. Note that we currently have an active email (kingstoncitylandbank@gmail.com) to which any general inquiries could be sent.

Adjournment – Motion to adjourn was raised by Washington, seconded by Jayne. Meeting is adjourned.

Respectfully submitted,

Bartek Starodaj