



**Kingston City Land Bank**  
**Board of Directors Meeting**

**Monday, August 24, 2020**  
**6:30 PM-7:45 PM**  
**\*Virtual Meeting\***

<u>Computer:</u> <a href="https://www.gotomeet.me/KingstonCityLandBank">https://www.gotomeet.me/KingstonCityLandBank</a> <u>Phone:</u> (877) 309-2073 <u>Access Code:</u> 886-114-349	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Steve Noble, Robert Dennison, Omari Washington, Anezka Sebek, Karin Roux, Omari Washington, Sarina Pepper  Absent: Ilana Berger	<u>Staff attendees:</u> Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck  Absent:	<u>Public:</u> Dan Carey (Kingston Resident)
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- **Call to order, time: 6:34 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: July 27, 2020**

Dennison raised a motion to approve the July 27 board meeting minutes, seconded by Sebek. Motion passed, with Roux abstaining from vote.

- **Public comments (10 minutes: 2 minutes each speaker)**

Daniel Carey (Kingston Resident) asked if applying to be a KCLB construction vendor would impact his ability to then apply for a house. Kanter and Gillard said that they will discuss with KCLB's legal counsel to clarify any potential impacts. Carey also asked that the KCLB was searching for one crew to provide the same services for all three properties; Danter said that this will depend on the responses received but that the KCLB is trying to generally streamline the vendors to make the process as efficient as possible. Kanter also clarified that the scope of work for each property has not been published publicly.

Carey also asked if the KCLB will still be looking for a part-time project manager/owner's representative. Gilliard said yes and that it will be published on the website once it is available.

- **Update from the Chair, Daniel Kanter**

Kanter introduced a charter establishing a Fundraising Committee. The goal of the committee is to raise financial and other resources for the KCLB. Similar to the Design Committee, Fundraising Committee members need not be Board members. A discussion followed:

- Washington asked if Kanter thought the KCLB had enough capacity to fill and operate the committee. Kanter says that it depends on interest.
- Sebek asked how the fundraising committee would dovetail with the City's own development & grants office. Gilliard said that this committee will be exclusively focused on the KCLB.
- Roux said this would be a good idea to establish the committee but that the goals of the money raised should be clear, e.g., restricted or unrestricted. Gilliard agreed but added that at this point, the need for a Fundraising Committee is clear and the specific goals can be defined later. Washington also added the success will depend on collaboration between the communication, finance, and fundraising committee.

VOTE I: Motion to pass the charter established the fundraising committee was introduced by Kanter, seconded by Washington. Motion carried unanimously.

Any Board members interested in serving on the committee should email Kanter.

#### Operational Plan Update

Kanter reintroduced the concept of strategic planning. Kanter added that at some point a consultant is needed to help guide this process along. However, before beginning this process, Kanter believes the KCLB needs a new commitment from the current financial partner.

Washington said that the KCLB does need a budget by October 1. Given this, some work plan for the next year is nonetheless needed. Washington asked if we can review a preliminary work plan and budget during next week's executive meeting. Gilliard confirmed that it can be part of the executive meeting.

- **Executive Director's Report**

Gilliard provided an update on the RFQ released for prospective construction vendors. The RFQ has been circulated widely and the responses received thus far have been positive.

Gilliard reported that he and Kanter are hopeful they are close to reaching a framework with NoVo that will guide the KCLB's activities for at least the next 6-12 months.

Gilliard reported that there are no new updates from conversations with Ulster County on a new County-wide land bank.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**

- No finance meeting took place this month
- In preparation for the drafting of the 2021 budget, committee chairs should email Gilliard and Washington with any spending requests.

- **Communications & Community Engagement Committee (10 minutes)**

- Starodaj reported that since the plans for the properties acquired thus far are still highly tentative, in-person community outreach has been delayed.
- **Governance Committee (10 minutes)**
  - No governance meeting took place this month
  - Kanter asked for clarification on including members of the community on committees. Sebek and Kanter agreed that this should be reviewed by legal counsel.
  - Sebek asked for an update on the ABO certification process for the three new board members and urged that this process be completed.
  - Sebek asked if there is money for professional development for the board members. Kanter said it is to be determined. Gilliard reminded the board that the NYS land bank associated meetings take place on a monthly basis, but that these are closed to non Executive Directors of New York State Land Banks.
- **Acquisition/Disposition Committee (10 minutes)**
  - Kanter provided an update on the environmental reports for five properties: the two commercial properties may have issues, the three residential properties did not have recognized environmental conditions in the Phase I reports. Kanter added that we are still awaiting title reports for these five properties. Once we get these back and provided there are no title issues, acquisition progress may move forward.
  - Roux asked if acquisition would happen this calendar year; Danter said that it is likely but rehabilitation would likely happen next year for any property after the five properties have been selected.
- **Adjournment, time: 7:22**

**Votes, as tallied by Secretary**

<u>Initials</u>	!
MSN	x
DK	x
IB	absent
BS	x
OW	x
AS	x

KR	x
RD	x
SP	x

*I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above.*

*Signed*



*Bartek Starodaj, Secretary, Kingston City Land Bank*

*August 24, 2020*