



Kingston City Land Bank (KCLB)
Board of Directors Meeting

Monday, January 25, 2021
6:30 PM-7:45 PM
Virtual Meeting

<u>Computer:</u> https://www.gotomeet.me/KingstonCityLandBank <u>Phone:</u> (571) 317-3122 <u>Access</u> <u>Code:</u> 604-252-877	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Robert Dennison, Omari Washington, Anezka Sebek, Karin Roux, Ilana Berger, Steve Noble Absent:	<u>Staff attendees:</u> Mike Gilliard, Owen O'Connor, Erica Lane Absent:	<u>Public:</u> Daniel Carey
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- **Call to order, time: 6:32 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: December 21, 2020**

Sebek raised a motion to approve the December 21 board meeting minutes, seconded by Berger. Motion passed unanimously.

- **Officer Elections**

Sebek announced that in the past week, she's connected with each board member to see who would like to serve in which position for the upcoming year. Responses received were as follows:

Chair: Kanter, uncontested
 Vice Chair: Sebek, Berger
 Secretary: Starodaj
 Treasurer: Roux, Washington

Chair: Motion for Kanter to continue as board chair raised by Roux, seconded by Berger. Kanter was re-elected unanimously.

Vice Chair: Berger said that she didn't realize that there would be a vote tonight that would be competitive so is not necessarily prepared.

Noble said that going forward, there should be nominations on the floor for officers with a first and second motion. Noble also gave further explanation on how the voting process works on other boards, but that the KCLB by-laws don't give specific criteria on the selection process.

Kanter nominated Berger for Vice Chair, seconded by Washington.

Dennison nominated Sebek for Vice Chair, seconded by Kanter.

Sebek said this will be a pivotal year for the KCLB and that she believes that the Vice Chair should take a leadership role that is supportive of the Chair and Executive Director. She also said that she's been a big supporter of Kanter's activities and is also on three different committees: Fundraising, Governance, and Communications.

Berger said that she brings twenty five years of nonprofit experience and structural experience of how to integrate people into the organization. She also discussed her skills pertaining to community outreach and relationship building.

By a vote of 5-4, Sebek was elected the Vice chair.

Secretary: Noble nominated Starodaj, seconded by Sebek.

Starodaj was elected unanimously.

Treasurer:

Kanter nominated Washington for Treasurer, seconded by Berger.

Dennison nominated Roux for Treasurer, seconded by Sebek.

Roux said that she is interested in the position because of its closeness with the Fundraising Committee. She also said that she has a background in nonprofit management and also discussed some of the other interpersonal and management skills that she would bring to the role.

Washington said that over the course of the past two years, the management of our finances has been really complicated and that he's been happy to bring Lane and Gilliard to the team. He said that he's been a proponent of bringing an experienced staff member onboard to build the systems that will make the organization sustainable.

By a vote of 6-3, Roux was elected Treasurer.

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

Daniel Carey said that it's more useful to have public comments at the end because then individuals will have an opportunity to react to what has occurred in the meeting.

Dennison agreed that this would be a good addition and Sebek agreed. Kanter said that the board will add this to the next month's agenda.

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

Kanter provided the following update:

- Kanter will send a doodle poll and planning documents for a board-wide strategic planning meeting.

- Kanter said that the KCLB is close to signing an agreement with RUPCO to manage the sales process. Once that happens, RUPCO will send an application link to the KCLB to post on the website. RUPCO will provide a list of qualified individuals to the KCLB and the acquisition/disposition committee will make selection recommendations to the full board.
 - Sebek commented that the draft that she received from RUPCO was an early one and would like to see an updated draft to understand how individuals are being vetted so that the KCLB can be as transparent as possible. A discussion occurred on whether or not the board needs to authorize the signature on the contract. Noble clarified that a vote is not needed because the expense was consistent with the KCLB's approved annual budget. Kanter encouraged board members to review the contract and provide any comments before the weekend.
- The KCLB is not yet in contract on construction on any of the Phase I properties but expects to be in contract during the next few weeks.
- Local Architect Scott Dutton has signed on to be the initial decision maker for contractors. Dennison clarified that it is important to have a third party present to make impartial decisions and resolve issues with construction.
- Two new title companies have been brought on to do title searches for eight additional properties. Clean title has been received for 149 Greenkill and 111 Downs.
- Kanter has requested time on the Common Council's Housing Subcommittee's monthly meeting. He will also request to have time on the Common Council's February meeting.
- Kanter also spoke to Greg Shaheen at the Kingston Land Trust if they would be interested in acquiring any of the vacant parcels that the KCLB could purchase.

Berger encouraged Kanter to bring the other board members into the strategic planning process.

Gilliard mentioned that the Greenkill and E Union properties have buried oil tanks and is engaging a tank removal company for quotes.

- **Executive Director's Report**

Gilliard reported that for one potential parcel we could acquire, Ulster County connected Gilliard to a contiguous property owner that could be part of a larger assemblage that could result in space for the development of approximately 20 single family homes.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**
 - Lane shared the following updates: (1) she is using a new project module; (2) she is creating a comprehensive chart of accounts; (3) she is on track with the first round of financial reporting in February.
 - Roux also said that the committee had a discussion for tracking online donations and making sure it fed into the online software (Quickbooks).
- **Communications & Community Engagement Committee (10 minutes)**

Starodaj provided the following update:

- The committee prepared a list of acquired properties talking points for the board to use. The purpose of this document is to ensure that

the board communicates key aspects of the KCLB operations and goals consistently.

- The committee met with Adriana Pericchi, Language Justice Program Manager at the Hudson Valley Farm Hub, who is leading a Hudson Valley Language Justice Collective. Adriana reported on the resources she could coordinate for the KCLB for outreach, translation, and simultaneous translation during meetings.
- The committee is currently planning a series of community outreach activities for the opening of applications for Phase I properties. This includes two virtual information sessions and use of the KCLB newsletter, social media, and website.

○ **Governance Committee (10 minutes)**

- All board members were reappointed by Mayor Noble for 2021.
- Next committee meeting will be in March.

○ **Acquisition/Disposition Committee (10 minutes)**

- The committee reviewed potential pricing for the first acquisitions:
 - 64 Van Buren has been targeted to be sold to purchasers earning at or below 60% AMI for Ulster County
 - 248 Main St has been targeted to be sold to purchasers earning at or below 70% AMI for Ulster County
 - 174 Hasbrouck has been targeted to be sold to purchasers earning at or below 80% AMI for Ulster County
- Roux asked Mayor Noble how the Corporation Council discussions are progressing. Noble said that this is an ongoing conversation but that the Corporation Council likely needs additional capacity to meet KCLB requirements.
- Roux asked about the status of Midtown Rising's proposal during the last board meeting to purchase a property. Kanter clarified that this would be for a future property that they would submit a qualified proposal for.

○ **Fundraising Committee (10 minutes)**

- Roux reported that she and Mike had a call with a Program Manager with the Dyson Foundation; they encouraged the KCLB to reach back out once the first property had been sold. Roux reported that they only contribute to operating costs after completing a project with them.
- Roux and Sebek are working on short applications for two corporate foundations and have developed a database of local family foundations for future outreach.
- Roux said that there is a Pattern for Progress learning opportunity and is asking for the board to approve two positions in this program for an amount not to exceed \$2,400. Kanter asked if there were any objections to the expenditure, no objections were raised.
 - Noble clarified that we do not actually need a vote to approve the expenditure since it is below the \$5,000 spending cap and is consistent with the KCLB's approved annual budget.

New Business

Kanter asked if any board members would like to change committee positions. Washington asked if the Finance and Fundraising committees could be merged. Sebek said that fundraising is already a large undertaking. Lane said it is important for the two committees to communicate but that functionally, it is important to maintain these as two separate committees.

Kanter provided the following committee appointments:

Communications: Starodaj, Berger, Sebek, Pepper
Acquisition/Disposition: Kanter, Berger, Dennison, Pepper
Governance: Kanter, Sebek, Dennison, Noble
Finance: Noble, Washington, Roux
Fundraising: Roux, Washington, Sebek

Noble announced that Gilliard is working directly with the KCLB and the City is now searching for a new Director of Housing Initiatives. Noble said the position is posted on the City of Kingston's website.

- **Public comments Round 2:**

Carey reviewed an alternative accounting software that he's used in the past called Wave.

Carey asked if the contractors are purchasing their materials or if the KCLB is providing them. Dennison clarified that as a matter of liability, contractors should purchase their own materials

Motion to adjourn the meeting was raised by Dennison, raised by Sebek.

- **Adjournment, time: 8:25 PM**

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

January 25, 2021