



**Kingston City Land Bank (KCLB)**  
**Board of Directors Meeting**

**Monday, September 27, 2021**  
**6:30 PM-8:00 PM**  
**\*Virtual Meeting\***

<p><u>Computer: Video:</u>  <a href="https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09">https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09</a></p> <p><u>Phone:</u>          312-626-6799</p> <p><u>Meeting ID:</u>        845          334 3953</p> <p><u>Password:</u>          878897</p>	<p><u>Board attendees:</u></p> <p>Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Karin Roux, Ilana Berger, Omari Washington, Sarina Pepper, Steve Noble</p> <p>Absent: N/A</p>	<p><u>Staff attendees:</u></p> <p>Mike Gilliard, Owen O'Connor, Erica Lane</p> <p>Absent: N/A</p>	<p><u>Public:</u></p> <p>No members of the public were present.</p>
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- **Call to order, time: 6:30 PM**
- **Announcements**
- **Vote I to approve meeting minutes from prior Board meeting: August 23, 2021**

**VOTE I:** Sebek raised a motion to approve the August 23 Board meeting minutes, seconded by Washington. Motion passed unanimously.

- Roll Call of Board members with their physical location

Daniel Kanter, 142 Clinton Ave, Kingston, New York

Ilana Berger, 146 Franklin St, Kingston, New York

Robert Dennison, 122 Wilson Ave, Kingston, New York

Karin Roux, 70 Stephan St, Kingston, New York

Anezka Sebek, 259 Abeel St, Kingston, New York

Mayor Steve Noble, 101 Wilson Ave, Kingston, New York

Sarina Pepper, New York City, New York (traveling)

Omari Washington, 49 Greenkill Ave, Kingston, New York

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

*No public comments*

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

Kanter provided the following updates:

- The KCLB received its first Certificate of Occupancy for 64 Van Buren.
- Sales contracts have been executed for all three Pilot I properties with closings expected by the end of this year.
- In other property news, Kanter reported that 29 Rogers St has been purchased and that 63 German Street received a full landscaping cleanout.
- A strategic fundraising meeting took place this month to recalibrate goals for this year and plan for next year.
- Given that Roux and Sebek will be departing the Board at the end of the year, Vice Chair and Treasurer elections will be held in October to temporarily fill those positions for November and December.
- Kanter appointed Dennison to the Compensation Committee.

- **Executive Director's Report**

Gilliard provided the following updates:

- KCLB now owns the ten properties that are in the pre-development phase.
- Gilliard received ten title reports from the City of Kingston for potential properties to be acquired from the City and expects to receive at least five more in the upcoming month.
- 108-110 Henry should be acquired from the City of Kingston soon.
- Gilliard is continuing a search to find the right resources for the next property marketing phase. This individual would guide homebuyer applicants through the KCLB's qualification process.
- A proposed 2022 operating and acquisition budget has been submitted to the NoVo Foundation. In this proposal, the assumption for acquisition costs for properties beyond the list of 36 in Common Council Resolution 172 (2018) is the full cost of back taxes, to be paid to the City.
- Gilliard thanked Lane for performing a "public charities test" that the NoVo Foundation required as part of the grant process.

O'Connor provided the following updates:

- Scope for 174 Hasbrouck should be completed by the end of this week (October 1).
- Punch-through walkthrough for 248 Main will occur this Wednesday, September 29, with all work expected to be done by October 8.
- The RFP for General Contracting Services is open for 149 Greenkill and 124 Franklin with an October 15 response deadline. O'Connor reported that about a dozen contractors attended the property walkthroughs.

- Roux asked how many of the contractors attending were from the Mid-Hudson area. O'Connor said they were all from this area.

- **Committee Reports**

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

- Roux provided the following update from the Committee's September meeting:

- Roux reviewed the September financial narrative.

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

- Starodaj provided the following update from the Committee's September meeting:

- Now that executed sales contracts are in place for 174 Hasbrouck, 248 Main St, and 64 Van Buren, the Committee reviewed potential marketing and communications activities. The Committee agreed that no marketing around the families should be done until the families explicitly agree to it.
- The Committee sent out a survey to all Pilot I applicants to get their feedback on the qualification process. So far, nine responses have been received. Starodaj said that most of the responses provide negative feedback, reaffirming the need for an internal resource.

- **Governance Committee (10 minutes)**

- Sebek provided the following update from the Committee's September meeting:

- Sebek introduced a list of questions and requests related to the Board member recruitment process:

1. Review a list of Board Member Responsibilities that she will send immediately following the meeting.
2. Provide feedback on the overall Board recruitment process based on the experience of that process in 2020.
3. Should we change the bylaws to add new board members in addition to adding a new process of board selection?
4. Given the need to add economic, racial, and gender diversity on the Board, what kind of community outreach can we do? Sebek stressed the need for personal outreach by existing board members to community members and outreach to established organizations Chamber, the Junior League, the Historical Society, and the Rotary Club that could also add to our donations pipeline.
5. Should we change the way that Board officers are elected?

- A discussion followed:

- Washington asked how we should fully communicate the work involved with being on the KCLB Board to potential recruits. He explained that the time commitment of serving on the KCLB Board is much

higher than other Board experiences he has had. Sebek said this is why the Governance Committee has been thinking about expanding the number of Directors on the Board to better distribute the workload.

- Roux agreed with the idea of expanding the Board but said that it might also make sense to try to recruit community members for non-Board roles.
- Sebek encouraged Board members to submit further comments via email before the Governance Committee's next meeting.

- Dennison said that the KCLB should move away from the "Charity" operations model. Ideally, he continued, the process of rehabbing and selling properties becomes financially self-sustaining.
- Dennison agreed with Sebek that the Board requirements should be flexible enough so that we encourage a diverse group of applicants.

- **Fundraising Committee (10 minutes)**

- Roux provided the following update from the Committee's September meeting:
  - Roux reviewed the year's \$30k fundraising goal. So far, grants have been received from two Community Foundations totalling \$7k and individual donations have totalled approximately \$5k.
  - A fundraising event will be held on October 9 at Kingston Standard. Roux explained that the event will coincide with the opening of the Design Showcase event at 174 Hasbrouck. She encouraged Board members to sign up for a 2-hour tabling slot. Berger asked Board members if they would be interested in a short tutorial on asking for donations. The Board agreed this would be useful.
  - The Committee discussed encouraging Board members to make individual financial contributions to the Land Bank. Any goal could also be met by encouraging donations from their local networks or soliciting donations from charitable organizations.
- Kanter thanked Gilliard for signing the KCLB up for [Amazon Smile](#) and Erica Lane for signing the KCLB up for Square.
- Kanter announced that an anonymous donor has offered to match all individual donations for this campaign up to \$5,000 through the end of the year.

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

- Dennison provided the following update:
  - **VOTE II:** Dennison introduced a resolution to award a contract for Forsyth Street Advisors to develop a grant program, not to exceed \$40,000, for work that would commence in January 2022, contingent upon receipt of funding from NoVo Foundation. A discussion ensued:
    - Gilliard provided additional context on the grant program: the goal of the program would be for the KCLB to provide direct grants to incentivize the production of affordable housing.
    - Noble asked if the award is contingent upon receipt of the funds from the NoVo Foundation and if the line item

for the program expenses has been included in next year's operating budget. Gilliard said the request for the funding of this work was included in next year's operating budget.

- Roux clarified that beyond the work of Forsyth Street Advisors to develop how the program could potentially work, the actual grants program would need to be funded in order to actually implement the program
- Gilliard also clarified that once operational, the goal would be to keep the program's overhead as low as possible.
- Sebek asked if legal resources would also be needed to set up the grant program. Gilliard said that legal resources would likely be needed. Kanter said that the KCLB's lawyer is on a fixed retainer so this would not necessarily increase the organization's legal expenses.
- Washington asked if there are any conflicts of this potential grant program with the City of Kingston's affordable housing initiatives. Noble said that there are many barriers the City faces with easily providing grant funds to homeowners or affordable housing developers and that this consultant could find a way for the KCLB to develop a grant program that does not overlap with other grant programs available from the City or other community development organizations.
- Motion to pass the resolution raised by Sebek, seconded by Starodaj. Motion passed unanimously.
- The Committee discussed three aspirational goals for the 2022 acquisition :
  - Develop a formalized process for acquiring properties, including introducing the requirement that a formal budget has to be created for the maintenance/rehabilitation of each property prior to acquisition;
  - Develop a plan for engaging Council members with the goal of encouraging disposition of properties to the KCLB; and
  - Develop a legally defensible process to allow the KCLB to explore whether or not it is possible to explicitly target the sale of properties to groups that have historically been underrepresented in the community.

- **Design Committee**

- Kanter reported the Design Committee has been communicating to resolve design issues as they arise.

## **New Business**

Motion to adjourn the meeting was raised by Washington, seconded by Roux. Motion passed unanimously.

**Resolution Votes, as tallied by Secretary**

*VOTE I - To accept August 23, 2021 KCLB Board Meeting minutes, as presented*

*VOTE II - To award a contract for Forsyth Street Advisors to develop a grant program, not to exceed \$40,000, for work that would commence in January 2022, contingent upon receipt of 2022 operations funding from the NoVo Foundation.*

<u>Initials</u>	<u>VOTE I</u>	<u>VOTE II</u>
MSN	x	x
DK	x	x
IB	x	x
BS	x	x
OW	x	x
AS	x	x
KR	x	x
RD	x	x
SP	x	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*

*September 28, 2021*