

South Baltimore Gateway Partnership
January 24, 2018 (6:00pm)
Board Meeting Minutes

In Attendance: Brad Rogers, Jason Israel, Jillian Drummond, Bill Reuter, Walt Ettinger, Andrew Gervase, Geoffrey Washington, Ethan Cohen, Keisha Allen, Michael Tyson, Acacia Asbell, Alvin Lee, and Karl Lowe.

I. Welcome/Overview of timeline and Milestones

The meeting started at 18:13. Jason introduced the new members: Geoff Washington (incoming Chairman of the Board), and Karl Lowe (SBNA). Jason summarized where the partnership stands on its timeline and our second full year. Now that we have bylaws, policy, and reporting, we're off to the second year!

II. Executive Director Update

- a. Brad provided an update on the status of the Enhanced Services Needs Assessment and Implementation Plan.
- b. Brad displayed a Gant chart illustrating grants, enhanced services, transformational projects, and the FY19 budget. Brad will be producing an organizational chart for staff at a future date. A list of recent accomplishments was displayed. A three-year partnership with the Ripken Foundation for three new ball fields was discussed. BCRP is also involved. Westport is one proposed recipient.
- c. Other items discussed were the following:
 - i. KaBOOM Partnership
 - ii. HOW Partnership
 - iii. Integrated Programming
- d. Brad listed details for principles for balancing needs within the implementation plan and an implementation plan matrix example.
- e. Update on grant solicitations
 - i. Jillian provided an update. One application has been submitted so far. The application deadline is on Wednesday 2/28.
 - ii. Grants of \$50,000 and above have to meet M/WBE guidelines.
 - iii. Grants are paid on a reimbursement basis only.
- f. Procurement
 - i. Brad displayed the Procurement Process (handout).

III. Committee/Officer Reports

- a. **Strategic Planning (Walt Ettinger)**
 - i. Walt presented a Transformational Projects Status Summary.
 - ii. Walt discussed the performance evaluation process under development.
- b. **Program (Acacia Asbell)**
 - i. Acacia announced the committee's next meeting and invited additional help in reviewing grant proposals.
 - ii. We'll continue to advertise grants to communities.
 - iii. The augmentation of staff now offsets the workload from committee members.
- c. **Finance (Brad Rogers)**

- i. On behalf of Treasurer and Finance Committee Chair Beth Whitmer, Brad informed the board that the committee receives financial statements and reports each month, including a balance sheet, activity statement, projected cash flow, a detailed list of expenses, and a dashboard.
- ii. Brad introduced a resolution the committee produced for signing authority including a division of duties. This document defines who is authorized to sign which documents or checks of varying amounts.
- iii. A resolution was proposed and passed unanimously to approve the check-signing authority process.

d. Communications (Debbie Ally-Dickerson)

- i. Nothing to report

e. Secretary Report (Andrew Gervase)

- i. Nothing to report

IV. Election of Officers and Board Chair Transition (Board Chair)

a. Re-elected:

- i. Jill Johnson as Vice Chair
- ii. Beth Whitmer as Treasurer
- iii. Andrew Gervase as Secretary

v. Public Comment: An opportunity for members of the public to provide brief comments to the Board.

- a. The lone member of the public in attendance complimented the board on their work.

VI. Next Steps: Discuss next steps and dates.

- a. February 21, 2018 is the next scheduled Board meeting.

VII. Adjourn

- a. The meeting was adjourned at 20:05

South Baltimore Gateway Partnership
February 21, 2018 | 6:00pm
Board Meeting Minutes

In Attendance: Brad Rogers, Jillian Drummond, Debbie Ally-Dickerson, Bill Reuter, Beth Whitmer, Walt Ettinger, Andrew Gervase, Geoffrey Washington, Erica Pitkow, Ethan Cohen, Keisha Allen, Michael Tyson, Justin Lane, Alvin Lee, Aparna Jain.

I. Welcome/ Overview of timeline and milestones: Board Chair

- a. The meeting started at 1818. Participation was light however a quorum was met.

II. Executive Director Update

- a. Brad provided a broad review of the work of the staff from the past month and described overarching goals of the meeting.
 - i. Community Grants and Technical Support.
 - ii. Enhanced Services, Ripken, and Implementation Plan
 - iii. Transformational Projects and Temporary Staffing
- b. Brad announced the latest community grant accomplishments. Among them were:
 - i. A new cycle was announced and communicated.
 - ii. The online submission portal is available.
 - iii. There is one week left for grant proposals for Cycle 2 (Feb. 28 deadline).
 - iv. Grant outreach and writing workshops are all complete.
- c. Since Center Stage was not prepared to complete their Carroll Park project this Summer as planned, they will not be receiving their funding.
- d. Brad announced Enhanced Services recent accomplishments. Among them were:
 - i. Completed the needs assessment.
 - ii. The implementation plan is 95% complete. The plan will be a living document.
- e. Brad presented the partnership's Anticipated Organizational Chart. A brief explanation for each position was provided.
- f. The FY19 Budget and announcement of the partnership's scheduled Public Meeting were discussed and Brad provided an update on the partnership's bill hearing.
- g. Brad displayed the partnership's financial dashboard and described the FY19 Budget.

III. Committee/Officer Reports

a. Finance (Beth Whitmer)

- i. Beth proposed a motion to pass the FY19 budget. The motion was unanimously approved by the board.

b. Strategic Planning (Walt Ettinger)

- i. Walt spoke to the desire of voting for a motion for the Strategic Planning Committee to approve support for the Cherry Hill Recreation Center. Now there are discussions within Parks & Rec regarding moving the facility from the school to another location, such as Reedbird Park.

c. Program (Jillian Drummond)

- i. Jillian spoke on behalf of the Program Committee. She reiterated the deadline of the grant application.
- ii. She also stated that Acacia will send an email reminder to the board for participation of grant evaluation.
- iii. She mentioned the requirement that part of the grant recipient's funds must contribute to a portion of the partnership's insurance policy.

d. Communications (Debbie Ally-Dickerson)

- i. Debbie communicated that the committee met and discussed communications and outreach options. Social media is the least costly method of media coverage but may not reach everyone. Mailers to the District would be more costly, but remains an option. Also mentioned were submitting a message for neighborhood newsletters, to coincide with grant submission deadlines, and using board members to reach out to their respective communities.

e. Secretary (Andrew Gervase)

- i. Andrew took in consideration Aparna's suggestion that the board approve minutes from the board's prior meeting before proceeding with the current meeting and post the minutes for public view.

IV. Public Comment: An opportunity for members of the public to provide brief comments to the Board.

- a. No members of the public were present.

V. Next Steps: Discuss next steps and dates.

- a. The public meeting, when the budget will be presented, was tentatively scheduled for March 14, 2018. The public meeting was subsequently rescheduled for March 21, 2018 since Brad Rogers would not be available on March 14, 2018.

- b. The next board meeting was tentatively scheduled for March 21, 2018. The agenda will include adoption of the FY19 budget, pending approval from the Board of Estimates (BOE). The board meeting was subsequently rescheduled for March 28, 2018 due to the rescheduling of the public meeting.
- c. The FY19 budget will be submitted to the BOE in early April.
- d. BOE Approval of FY19 budget is anticipated by the end of June

VI. Adjourn

- a. The meeting was adjourned by 19:37.

Minutes of the March 21, 2018 Spring Public Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Teleconference Room, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Ethan Cohen, proxy for Colin Tarbert; Alvin Lee; and Bill Reuter. Staff in attendance was: Brad Rogers, Executive Director; Jillian Drummond, Grants Manager; and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: James Alston; Amy Bernstein, SBGP consultant; J. Barnes; Marquis Bryant; Mark Dennis; Sharon Reuter; Mitchell Sampson; Dominick Scott; Rich Shores; and Charles Tulkey.

Mr. Washington called the meeting to order at 6:10 pm and presided.

Welcome and Overview

Mr. Washington and Mr. Rogers welcomed and thanked those present for attending the meeting.

Mr. Rogers presented an overview of SBGP and the meeting agenda. He discussed the history and background of SBGP and its Strategic Plan and program areas.

Executive Director Report

Mr. Rogers reported on SBGP’s recent work and performance and future plans. He discussed Community Grants, including the first cycle of grant awards announced at the September 27, 2017 public meeting and the grantees’ progress and challenges implementing their projects. The application deadline for the second funding cycle was February 28, 2018, and SBGP plans to announce awards in the coming months. SBGP also expects to kick-off the first funding cycle of Fiscal Year 2019 during Summer 2018. SBGP has engaged a consultant to help applicants and grantees with grant-writing, technical assistance and capacity building and is exploring whether and how to provide support in the future.

Mr. Rogers also reported on Enhanced Services work, including several kick-off projects and a comprehensive, District-wide needs assessment conducted in collaboration with the City of Baltimore Department of Recreation & Parks (BCRP), local communities, and other stakeholders. An Implementation Plan based on that assessment is under development, and SBGP is drafting a Baseline Services Agreement with the City. SBGP also recently announced a partnership with the Ripken Foundation and the City to build three baseball fields in the District over the next three years. A list of possible sites and timeline are under development.

Mr. Rogers discussed the process for developing and evaluating potential Transformational Projects as well as several potential projects under consideration. SBGP plans to make a determination regarding its first potential major commitment to a Transformational Project, the construction of a fitness and wellness center in Cherry Hill, at its upcoming Board of Directors meeting scheduled for March 28, 2018.

Mr. Rogers reported that SBGP plans to hire additional staff in FY 2019 to provide additional capacity as SBGP ramps up its work.

Proposed FY 2019 Financial Plan (Budget)

Mr. Rogers presented SBGP's proposed FY 2019 Financial Plan, including revenues, expenses, and assumptions.

Mr. Rogers noted that the budgeted revenues include a conservative \$6 million from Local Impact Grants and that SBGP has budgeted to reserve a modest five percent of revenues to protect against future funding fluctuations. Mr. Rogers responded to a few questions related to revenues. He explained that revenues are recognized when SBGP receives the actual figures from the Maryland Racing Commission, usually a few weeks after the end of each month. He also explained that the budget conservatively assumes there will be no carryover but that any carryover would be included in SBGP's Net Assets and, if not already programmed, would be allocated approximately proportional to SBGP's budgeted program expenses.

Mr. Rogers reviewed the program and operating expense line items and ratios, which are in line with industry standards. He noted that SBGP's most significant expenses are its programs and employees and that SBGP plans to grow from four to eight employees by the end of calendar year 2018, including the executive director, three directors and support staff. SBGP otherwise has very few overhead expenses.

There were no further comments or questions regarding the proposed FY 2019 Financial Plan. Mr. Rogers stated that the Financial Plan will be provided to the Local Development Council for comment and presented to SBGP's Board of Directors for approval at its upcoming meeting scheduled for March 28, 2018. It will then be submitted to the Board of Estimates for approval by April 30, 2018.

Public Comments

Mr. Washington and Mr. Rogers invited members of the public and other meeting attendees to provide any additional comments and questions, and Mr. Rogers responded to several questions.

Mr. Rogers discussed the Enhanced Services work again for several meeting attendees who arrived late and responded to related questions. He explained that SBGP staff conducted the needs assessment by visiting every park and public space in the District with representatives of BCRP, local communities and other stakeholders and then developed the Implementation Plan to address those needs. The multi-year Implementation Plan clearly specifies which tasks will be completed and funded each year by SBGP and other partners. Each project in the Implementation Plan has a budgeted amount.

Mr. Rogers also discussed the Ripken Foundation partnership and site selection process in greater detail. He stated that sites have not been selected, but the goal is to select sites in neighborhoods with greater needs and that lack access to resources. However, there are also technical factors to be considered, including but not limited to the size and grade of potential sites.

A Westport youth football coach spoke about the success, popularity and benefits of Westport's football program, which also serves Lakeland and Mt. Winans, as well as challenges related to the lack of access to fields and recreational opportunities in the community and the lack of investment more generally. Mr. Rogers thanked him for his work and comments. He explained that SBGP is trying to build a sustainable plan for continued investment and also leverage other resources.

Mr. Cohen asked the representatives of Westport, Lakeland, and Mt. Winans present whether a full-size field or mini field would be most helpful and why the football program is using fields in Park Heights. The representatives in attendance stated that the fields in their communities are in need of repairs, they need more fields, and that a full-size field would be most helpful.

Mr. Rogers discussed SBGP's procurement process and guidelines. He stated that SBGP has developed a Procurement Policy and Procedures Manual that aims to direct as much spending as possible into the District, targeting Impact Investments towards local businesses, MBE/WBE firms and social enterprises.

Adjournment

There being no further business, comments or questions, the meeting was adjourned at 7:05 pm.

Minutes of the March 28, 2018 Board of Directors Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Baum Auditorium, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Debbie Ally-Dickerson; Ethan Cohen, proxy for Colin Tarbert; Sandy Davis, proxy for Aparna Jain; Walter Ettinger; Shakira Garcia, proxy for Jackie Grace-Pope; Andy Gervase; Jill Johnson; Justin Lane, proxy for Eric Costello; Alvin Lee; Karl Lowe; Ed Reisinger, proxy for Bernard “Jack” Young; Bill Reuter; and Michael Tyson. Staff in attendance was: Brad Rogers, Executive Director, and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: Brent Flickinger, City of Baltimore Department of Planning; Crystal Hamlett; Jamaal Johnson; Tiffany Jones; Michael Middleton; Shirell Moore; and Pamela Oliver.

Mr. Washington called the meeting to order at 6:15 pm and presided. A quorum was present.

Welcome and Overview

Mr. Washington reviewed the meeting agenda.

Mr. Washington stated that SBGP held its annual Spring Public Meeting on March 21, 2018 as scheduled. He explained that the meeting was held despite inclement weather earlier that day, because SBGP’s Bylaws and establishing legislation require that the Board give notice of the Spring Public Meeting for three consecutive weeks prior to the date of the meeting and do not provide flexibility for inclement weather or rescheduling the meeting. In order to provide those who were unable to attend the meeting the opportunity to participate and comment, SBGP made the meeting materials available online and invited written comments by email. It was suggested that the Board consider scheduling an inclement weather date in the future.

Minutes of the January 24, 2018 and February 21, 2018 Meetings

The minutes of the January 24, 2018 and February 21, 2018 Board of Directors meetings were presented and unanimously approved by the Board. They, and future meeting minutes, will be posted on the SBGP website.

Executive Director Report

Mr. Rogers provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. SBGP continues to administer the grants awarded during the first funding cycle, and the Program Committee is meeting on April 13, 2018 to review grant applications submitted during the second funding cycle. SBGP has engaged a consultant to help manage the Fiscal Year 2017 Transformational Project: helping to fund the Middle Branch Waterfront Plan.

Mr. Rogers reported on staffing. An additional BaltimoreCorps Fellow placed with the Mayor’s Office will be providing support to SBGP’s Enhanced Services and Community Grants work by serving as a community engagement officer. SBGP is also finalizing position descriptions for three new, permanent

staff positions – Community Grants Director, Enhanced Services Director, and Operations Director – which will be posted in the coming weeks. Mr. Rogers requested assistance publicizing the positions, especially to District residents.

Mr. Rogers shared the public comments that were made at the Spring Public Meeting as well as two written public comments submitted by email after the meeting. It was noted that neither of the written comments was directly related to the FY 2019 Financial Plan.

Mr. Rogers provided an update on Senate Bill 480, which Senator Ferguson is sponsoring in the General Assembly of Maryland. The bill specifies that the State distribute SBGP's share of Local Impact Grants directly to SBGP effective July 1, 2018. The bill passed in the Senate, and the first reading had a hearing in the House on March 21, 2018.

Mr. Rogers and Ms. Pitkow discussed Ethics and other Board requirements. Ms. Pitkow reminded the Board that an annual financial disclosure must be filed by each member by April 30, 2018. She will share future Ethics training dates with the Board when the City schedules trainings.

Committee and Officer Reports

Finance Committee Report and FY 2019 Financial Plan (Budget)

Mr. Rogers presented the Finance Committee Report and FY 2019 Financial Plan on behalf of Beth Whitmer, Treasurer and Finance Committee Chair, since she was unable to attend the meeting. Mr. Rogers reviewed and discussed the FY 2019 Financial Plan with the Board – including revenues, expenses, and assumptions – as well as related public comments, questions and discussion from the Spring Public Meeting.

The FY 2019 Financial Plan was unanimously approved by the Board.

Mr. Rogers stated that the Financial Plan will be provided to the Local Development Council for comment and then submitted to the Board of Estimates for approval by April 30, 2018.

Strategic Planning Committee Report and Resolution regarding the Middle Branch Fitness and Wellness Center at Cherry Hill

Mr. Ettinger presented the Strategic Planning Committee Report and, on behalf of the Committee, recommended that the Board adopt the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill. Mr. Ettinger and Mr. Rogers reviewed the project proposal and resolution in detail, including background, the opportunity and strategic value, issues and concerns, definitions of success, and the timeline. There was extensive discussion of the project and resolution.

The Board unanimously voted to adopt the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill.

Mr. Cohen and Councilman Reisinger thanked the Committee and Board for their partnership on the project.

Program Committee Report

Mr. Rogers presented the Program Committee Report on behalf of Acacia Asbell, Program Committee Chair, since she was unable to attend the meeting. He stated that the Committee is meeting on April 13, 2018 to review grant applications submitted during the second funding cycle; any additional Board members interested in participating were directed to contact Acacia Asbell.

Communications Committee Report

Ms. Ally-Dickerson presented the Communications Committee Report. She reported that the Committee has not met since the last Board meeting and requested that the Board continue to engage with SBGP on social media and share information with their communities.

Secretary's Report

Mr. Gervase presented the Secretary's Report and stated that Ms. Pitkow started recording Board and certain other meeting minutes starting with the March 21, 2018 Spring Public Meeting. Meeting notifications were discussed.

Discussion: Governance and Nominating Committee and Executive Director Performance Evaluation Process

Mr. Washington noted that SBGP's Bylaws state that there will be standing Governance and Nominating committees and that the Board should develop a process for evaluating the Executive Director's performance. Mr. Washington, Ms. Johnson, Mr. Cohen and Mr. Lowe expressed interest in participating in the joint Committee.

Public Comments

Mr. Rogers noted that no representative of the City was in attendance to distribute the Complete Streets Plan as indicated on the agenda.

Mr. Washington invited members of the public and other meeting attendees to provide any additional comments and questions.

Michael Middleton introduced himself as a resident of Cherry Hill and representative of the Cherry Hill Community Coalition and Cherry Hill Development Corporation. He first thanked the Board for adopting the Resolution in Support of the Middle Branch Wellness and Fitness Center at Cherry Hill and asked that SBGP continue to work with the community moving forward. Next, he recognized that SBGP must follow certain procedures but expressed disapproval that the Spring Public Meeting was held despite inclement weather. Mr. Washington thanked him for his comments and again explained SBGP's Bylaws and legislative requirements. He also stated that SBGP is researching and considering solutions to try to avoid such issues in the future.

Mr. Cohen announced that the final meeting on the Hanover Street Corridor Study is scheduled for May 30, 2018 and that there may be an interim meeting before then. Additional information should be available on the [Hanover Street Corridor Study page of the City of Baltimore Department of Transportation website](#).

Other Business

Mr. Washington stated that the next Board meetings are scheduled for April 18, 2018 and June 20, 2018, both from 6:00 to 8:00 pm at MedStar Harbor Hospital. Additional Board meeting dates are to be determined.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:45 pm.

Minutes of the April 18, 2018 Board of Directors Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Teleconference Room, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Debbie Ally-Dickerson; Acacia Asbell; Ethan Cohen, proxy for Colin Tarbert; Walter Ettinger; Jackie Grace-Pope; Andy Gervase; Aparna Jain; Jill Johnson; Justin Lane, proxy for Eric Costello; Alvin Lee; Karl Lowe; Bill Reuter; Michael Tyson; and Beth Whitmer. Staff in attendance was: Brad Rogers, Executive Director, and Erica Pitkow, Operations Manager (recording minutes). Members of the public and others in attendance were: Jasmine Esteve, proxy for Andy Gervase (also in attendance); Chris Firehock, Center for Mobility Equity; Avery Harmon, Rails-to-Trails Conservancy; Jayne Jenkins, proxy for Michael Tyson (also in attendance); and a representative of BEvelop, Inc.

Mr. Washington called the meeting to order at 6:22 pm and presided. A quorum was present.

Welcome and Overview

Mr. Washington reviewed highlights of SBGP’s work over the past month and the meeting agenda.

Minutes of the March 21, 2018 and March 28, 2018 Meetings

The minutes of the March 21, 2018 Spring Public Meeting and March 28, 2018 Board of Directors Meeting were presented and unanimously approved by the Board.

Executive Director Report

Mr. Rogers provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. The Program Committee met on April 13, 2018 to review grant applications submitted during the second funding cycle and will present a portfolio of grant awards recommended for Board approval later in the meeting. A comprehensive, multi-year Implementation Plan for Enhanced Services to improve parks, recreation centers and public spaces was completed. The plan has been signed off on by both SBGP and BCRP, and other stakeholders have expressed their support. A kick-off meeting was held earlier in the day to begin the site selection process for the three new ballfields being built with the Ripken Foundation and BCRP. SBGP hopes to announce some youth programming for Summer 2018 soon; the Board discussed related logistics and risk management issues. SBGP has finished drafting the Baseline City Services Agreement with the City and submitted it to the Mayor’s Office, which is coordinating review with the Law Department and City agencies.

Mr. Rogers reported on staffing. Position descriptions for the Community Grants Director, Enhanced Services Director, and Operations Director positions have been posted and the application deadline is April 20, 2018. Jillian Drummond, who served as Community Grants Manager, is no longer working for SBGP.

Mr. Rogers provided an update on Senate Bill 480, sponsored by Senator Ferguson in the General Assembly of Maryland. The bill passed and is awaiting approval by the Governor.

Ms. Pitkow discussed ethics and other Board requirements. An annual financial disclosure must be filed by each Board and proxy member by April 30, 2018. Future ethics training dates will be shared with the Board when the City schedules them.

Committee and Officer Reports

Program Committee Report

Ms. Asbell presented the Program Committee Report. The Committee met on April 13, 2018 to review grant applications submitted during the second funding cycle. On behalf of the Committee, Ms. Asbell and Mr. Rogers presented and reviewed a portfolio of grant awards recommended for Board approval.

There was extensive discussion of the grant review process and recommended portfolio of grant awards. In response to a question from Ms. Jain, Mr. Rogers stated that equity was considered as part of the review process and portfolio development, but an equity analysis presentation was not completed due to time constraints. Mr. Rogers noted that there is approximately \$50,000 of unallocated funds remaining in the Community Grants budget line item, and the Board agreed that the Finance and Program Committees should address how to manage excess/unallocated program funds.

The Board voted to approve the recommended portfolio of grant awards (attached). Ms. Jain abstained from voting due to the lack of an equity analysis presentation.

Mr. Rogers stated that SBGP will work to send out award and decline letters to all applicants as soon as possible.

Strategic Planning Committee Report

Mr. Ettinger reported that the Strategic Planning Committee has not met since the last Board meeting. The next Strategic Planning Committee meeting is scheduled for Tuesday, May 8, 6:00-8:00 pm at SBGP's offices at Betamore's Light Street campus at 1111 Light Street, 4th Floor, Baltimore, MD 21230.

Finance Committee Report

Ms. Whitmer reported that the Finance Committee has not met since the last Board meeting. The next Finance Committee meeting is scheduled for Tuesday, April 24, 1:00-2:00 pm in the ABAG Conference Room at 2 E. Read Street, Baltimore, MD 21202.

Ms. Whitmer reported that SBGP is pursuing an operating line of credit with PNC Bank to continue to build credit history and better manage cashflow in the event of lags in the receipt of revenues.

Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting. SBGP staff is developing a calendar of meetings and events to share with Board members and the public.

Joint Governance and Nominating Committee Report

Mr. Washington reported that the joint Governance and Nominating Committee has not met but plans to begin work to ensure that the Board runs effectively and efficiently and to begin developing a process for identifying and nominating potential Board members. The Committee members are Mr. Washington, Ms. Johnson, Mr. Cohen and Mr. Lowe.

Secretary's Report

Mr. Gervase presented the Secretary's Report. Ms. Pitkow has started recording Board and certain other meeting minutes. She confirmed that Board meeting minutes are now being posted on the SBGP website once they are approved.

Rails-to-Trails Conservancy Presentation

Avery Harmon made a presentation about the Rails-to-Trails Conservancy – a national nonprofit organization based in Washington, D.C. – and its Baltimore Greenway Trails Network project. The project will connect three existing trails — Gwynns Falls, Jones Falls, and Herring Run — with 10 additional miles of trail to close critical gaps to create a continuous, 35-mile loop providing residents with a safe and active way to access major institutions and destinations in Baltimore, including universities, hospitals, museums, parks, schools, waterfronts and employment centers. The Conservancy hopes to complete the project in the next five to seven years and to coordinate with other trail improvements, community and equitable development projects. Fundraising is underway, and they are hosting an open house on April 26, 5:30-7:30 pm at the Enoch Pratt Library Light Street branch.

Public Comments

Mr. Washington invited members of the public and other meeting attendees to provide any additional comments and questions.

A member of the public thanked the Board for SBGP's work, vision and partnership with its communities. He shared that he helped organize Baltimore's First Annual Hanami Cherry Blossom Celebration Picnic, which was held in Middle Branch Park on Saturday, April 14 and had a few hundred attendees.

Ms. Johnson invited everyone to view MedStar Harbor Hospital's new art installation. The artist, a medical and PhD student at Johns Hopkins University, photographed the neighborhoods of Cherry Hill and Brooklyn and interviewed residents to share positive stories of Baltimore and its neighborhoods.

Other Business

Mr. Washington stated that the next Board meeting is scheduled for June 20, 2018 from 6:00 to 8:00 pm at MedStar Harbor Hospital. Additional Board meeting dates are to be determined.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:53 pm.

SBGP Approved Grant Awards - Winter 2018 Cycle

Applicant	Project	Amount
Small Grants		
Pigtown Main Street Inc.	Bloom the Boulevard	\$5,000
Lakeland Coalition Green and Clean Team	Movies in the Park 2018	\$2,200
Teach For America Baltimore	Lakeland Elementary/Middle School Teach For America Corps Member and Alumni Support	\$5,000
Fishes & Loaves Pantry, Inc.	Lakeland/Mt. Winans/Westport Senior Symposium	\$5,000
LET'S GO Boys and Girls, Inc	LET'S GO Westport STEM Program	\$5,000
Ridgely's Delight Association	National Night Out Picnic	\$675
Ridgely's Delight Association, Inc	South Baltimore Softball Classic	\$2,310
South Baltimore Partnership	Summer Outdoor Events	\$3,000
South Baltimore Partnership	Senior Committee	\$5,000
Cherry Hill United Methodist Church	Cherry Hill UM Church Soup Kitchen & Pantry	\$5,000
Cherry Hill Ministerial Alliance	Community-Wide Thanksgiving Dinner	\$5,000
Boys & Girls Clubs Metropolitan Baltimore	Westport BGCMB After School Programs	\$5,000
The Church of the Advent	Accessibility Ramp(s)	\$5,000
EndsideOut	Turn Your Health Inside Out	\$3,000
Subtotal - Small Grants		\$56,185
Medium Grants		
Civic Works	Baltimore Orchard Project	\$10,000
Southwest Partnership. Inc (SWP)	Pigtown Renaissance	\$50,000
Pigtown Main Street Inc.	Clean & Green Team	\$15,000
Lakeland Elementary/Middle School	Early Childhood Playground	\$30,000
Living Classrooms Foundation	BEE SMART (Baltimore Environmental Education Summer Math and Reading Trailblazers)	\$25,000
Blue Water Baltimore	Community Development in Cherry Hill	\$25,000
The Marching Elite Foundation	March on Wheels	\$31,000
Subtotal - Medium Grants		\$186,000
Large Grants		
Cherry Hill Eagles Foundation	Youth Programming & General Operating Support	\$50,000
Federal Hill Main Street	FHMS Program Initiatives	\$35,000
Subtotal - Large Grants		\$85,000
Total - All Grants		\$327,185

Minutes of the June 20, 2018 Board of Directors Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Teleconference Room, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair (by telephone); Debbie Ally-Dickerson; Ethan Cohen, proxy for Colin Tarbert; Jasmine Esteve, proxy for Andrew Gervase; Walter Ettinger; Aparna Jain; Alvin Lee; Karl Lowe; Bill Reuter; Michael Tyson; and Beth Whitmer. SBGP team members in attendance were: Brad Rogers, Executive Director; Amy Bernstein, Technical Support Officer; Derrell Frazier, Community Engagement Officer; Oscar Harrell, Enhanced Services Director; David Minges, Community Grants Director; and Erica Pitkow, Operations Director (recording minutes). Members of the public and others in attendance were: Scott Davis, Office of the Council President, and Chris Firehock, Center for Mobility Equity.

Ms. Whitmer called the meeting to order at 6:10 pm and presided since Mr. Washington was participating by telephone. A quorum was present.

Welcome and Overview

Ms. Whitmer reviewed highlights of SBGP’s work since the last meeting and the meeting agenda.

Minutes of the April 18, 2018 Board of Directors Meeting

The minutes of the April 18, 2018 meeting were presented and unanimously approved by the Board.

Executive Director Report

Mr. Rogers reported on staffing and introduced the Enhanced Services Director, Community Grants Director, Operations Director, Technical Support Officer, and Community Engagement Officer. The Technical Support Officer is a consultant to SBGP and the Community Engagement Officer is a BaltimoreCorps Fellow placed with the Mayor’s Office. The SBGP team members discussed their professional experience and responsibilities.

Mr. Rogers provided an update on Senate Bill 480, sponsored by Senator Ferguson in the General Assembly of Maryland. The bill was approved by the Governor and will be effective July 1, 2018.

Mr. Rogers and the team provided updates on SBGP’s program areas – Community Grants, Enhanced Services and Transformational Projects. A timeline was reviewed for the next Community Grants cycle, which will open on July 9, 2018 and close on August 31, 2018. Grantee and applicant outreach and capacity building efforts were discussed, including grant writing workshops. In response to comments and a recommendation from Ms. Jain, staff agreed to begin tracking and comparing workshop attendees, grant applicants and grant awards so they can assess whether the workshops are effective and SBGP should continue to invest in them. Staff and directors indicated that they anecdotally believe the workshops to be effective based on the previous grant cycle and feedback.

SBGP recently announced several free Summer 2018 youth sports leagues in Carroll Park and Lakeland Park in partnership with the Parks and People Foundation, VoloCity Kids Foundation, BCRP and Friends of Carroll Park. Ms. Pitkow reviewed risk management best practices related to youth activities, including sports leagues. SBGP plans to begin to evaluate the necessity of each of these ideal best practice recommendations on a project-by-project basis and to begin to develop standard practices.

Ms. Pitkow discussed ethics and other Board requirements. Future ethics training dates will be shared with the Board when they are schedule by the City.

Committee and Officer Reports

Finance Committee Report

Ms. Whitmer reported on the May 22, 2018 Finance Committee meeting and reviewed the April 2018 financial statements and reports. According to the most recent reports on Local Impact Grant funds from the Maryland Racing Commission, SBGP expects to receive more than the \$6 million of revenues included in the revised FY18 budget. Staff is working with the Finance Committee to develop a proposal for any excess and other unallocated FY18 funds.

The Board discussed SBGP's cash position; accrued, actual and anticipated revenues and expenses; and the anticipated timing, mechanics, and optics of revenues and expenses. The Finance Committee discussed all of the reports and items they review monthly, including the items discussed by the Board, and agreed to consider how to better share that information with the Board in a concise manner. In response to a question from Ms. Jain, Ms. Pitkow stated that SBGP is finalizing an employee handbook that addresses employee reimbursements.

Ms. Whitmer presented an update on the \$250,000 line of credit SBGP has been pursuing with PNC Bank to continue to build credit history and prepare SBGP to better manage cashflow in the event of future lags in the receipt of revenues. Ms. Pitkow reviewed the terms and closing documents and requirements. On behalf of the Finance Committee, Ms. Whitmer recommended that the Board of Directors approve the line of credit and adopt the Resolutions for Extensions of Credit and Incumbency Certificate. The Board discussed the line of credit extensively, including draw requests and approvals.

The Board of Directors unanimously approved the line of credit and adopted the Resolutions.

Strategic Planning Committee Report

Mr. Ettinger reported on the May 10, 2018 Strategic Planning Committee meeting. The Committee is continuing to develop a structured review process and status tracking document with Mr. Rogers for Transformational Projects. Mr. Rogers presented updates on prospective projects and projects underway, including the Middle Branch Fitness and Wellness Center in Cherry Hill, Middle Branch Waterfront Plan, South Baltimore Workforce Transit Hub and TOD, and B&O Corridor. Information was shared on a preliminary community input meeting for the Middle Branch Waterfront Plan scheduled for next Thursday, June 28. Mr. Rogers will also present on the project at Ignite Baltimore that evening. The Board discussed the need for continued and accessible opportunities for community input as part of the ongoing planning process.

The date of the next Strategic Planning Committee meeting will be shared when it has been scheduled for later this summer.

Joint Governance and Nominating Committee Report

Mr. Washington reported that the joint Governance and Nominating Committee had not met and there was no business to report.

Program Committee Report

Ms. Asbell was not present; however, it was noted that the Program Committee had not met since the last Board meeting and that there was no business to report.

Communications Committee Report

Ms. Ally-Dickerson reported on the June 19, 2018 Communications Committee meeting. SBGP staff is developing a communications plan and continuing to work on a calendar of meetings and events to share with Board members and the public. The Committee and staff are continuing to consider how best to outreach and engage with the communities, including distributing information by email and Board member community representatives as well as through the Community Engagement Officer's work with communities.

Secretary's Report

Ms. Esteve stated that there was no business to report.

Public Comments

There were no comments or questions from members of the public or other meeting attendees.

Other Business

The Board discussed whether to schedule the next meeting for either July or August 2018. The Board agreed that it is not necessary to meet during both months and that the next meeting should be held on the third Wednesday of either July or August, 6:00 to 8:00 pm at MedStar Harbor Hospital as usual. Ms. Pitkow will send out a Doodle poll for the two dates and then confirm the next meeting date.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:55 pm.

Minutes of the August 15, 2018 Board of Directors Meeting for the South Baltimore Gateway Community Impact District Management Authority dba South Baltimore Gateway Partnership (“SBGP”)

The meeting was held in the MedStar Harbor Hospital Baum Auditorium, 3001 S. Hanover Street, Baltimore, MD 21225.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Debbie Ally-Dickerson; Acacia Asbell; Ethan Cohen, proxy for Colin Tarbert; Walter Ettinger; Shakira Garcia, proxy for Jackie Grace-Pope; Rev. Alvin Gwynn; Jayne Jenkins, proxy for Michael Tyson; Jill Johnson; Karl Lowe; Michael Middleton, proxy for Alvin Lee; Bill Reuter; and Beth Whitmer. SBGP team members in attendance were: Amy Bernstein, Technical Support Officer; Oscar Harrell, Enhanced Services Director; David Minges, Community Grants Director; and Erica Z. Pitkow, Operations Director (recording minutes). Members of the public and others in attendance were: Scott Davis, Office of the Council President, and James Alston.

Mr. Washington called the meeting to order at 6:15 pm and presided. A quorum was present.

Welcome and Overview

Mr. Washington reviewed highlights of SBGP’s work since the last meeting and the meeting agenda.

Minutes of the June 20, 2018 Board of Directors Meeting

The minutes of the June 20, 2018 meeting were presented and unanimously approved by the Board.

Staff Report

Ms. Pitkow stated that the September 2018 Board of Directors meeting is currently scheduled for Yom Kippur (September 19). The Board agreed that the meeting should be rescheduled to either September 24 or September 27. Ms. Pitkow will send a Doodle poll to the full Board and then confirm the new meeting date. (The meeting was subsequently rescheduled for Monday, September 24, 6:00 to 8:00 pm at MedStar Harbor Hospital.)

Ms. Pitkow reported that Betamore is subleasing and closing its Light Street space, and SBGP is moving its offices to Betamore’s City Garage campus at 101 W. Dickman Street, Baltimore, MD 21230 effective September 1.

Ms. Pitkow discussed ethics and other Board requirements. Future ethics training dates will be shared with the Board when they are scheduled by the City.

Mr. Minges and Ms. Bernstein provided an update on the Community Grants program. They reviewed a timeline for the current grant cycle and discussed grantee and applicant outreach and capacity building efforts, including grant writing workshops, a drop-in clinic and future plans.

Mr. Harrell provided an update on the Enhanced Services program. Contracting and project implementation have been accelerating although SBGP faces some bureaucratic challenges getting contracts finalized and approved. As part of the partnership with the Ripken Foundation and the City to

build three new fields in the District in the next three years, SBGP continues to work on plans to activate those and other spaces, including youth sports leagues and a kick-off community field day. Mr. Harrell and Mr. Minges are also working to coordinate the Community Grants and Enhanced Services programs.

Committee and Officer Reports

Joint Governance and Nominating Committee Report

Mr. Washington and Ms. Johnson reported that they have been working to outline a process for the Committee's work and that Ms. Johnson will chair the Committee. They anticipate that the Committee will begin meeting monthly by conference call soon and requested volunteers to serve on the Committee as well potential nominations for Directors. Mr. Washington, Mr. Lowe and Mr. Cohen confirmed that they are still interested in serving on the Committee.

Mr. Washington and Ms. Johnson also discussed SBGP's bylaws related to Board composition and representation as well as the appointment and terms of Board members. Currently, the 12 members of the Local Development Council (LDC) who are not elected officials are ex officio members of the SBGP Board until at least December 31, 2018, when the terms of several term-limited Board members will end. According to the SBGP bylaws, at any time on or after January 1, 2019, the Board may elect to replace some or all of the LDC Board members. If it does so, the first replacement will be appointed by the Mayor and the rest will be nominated and appointed by the Board. The Board may vote or otherwise prepare to take such action prior to December 31, 2018, provided that the replacement and appointment are made effective after that date. Mr. Washington and Ms. Johnson stated that the Board should begin to address whether it would like to replace some or all of the LDC Board members. The Board had a preliminary discussion of some related issues, including Board members' commitments and coordination with the LDC.

Finance Committee Report

Ms. Whitmer reported on the June 29, 2018 and July 27, 2018 Finance Committee meetings, and she and Ms. Pitkow reviewed the June 2018 financial statements and reports. Since SBGP received more than the \$6 million of revenues included in the revised FY18 budget and has additional unallocated funds, the Finance Committee is working with staff to develop proposals and guidelines for excess and other unallocated FY18 funds as well as emergency reserves and cash management.

The Board discussed SBGP's assets, revenues and expenses, and issues and considerations related to reserves and cash management. Mr. Middleton stated that the bulk of SBGP's funds should be actively used to address community needs. Mr. Cohen noted that the question of whether to build an endowment was raised in the past. Rev. Gwynn suggested that written guidelines could help ensure consistency through Board turnover.

Ms. Whitmer also reported that SBGP's FY18 independent financial audit is underway and that SBGP closed on the line of credit with PNC Bank.

Strategic Planning Committee Report

Mr. Ettinger reported on the August 6, 2018 Strategic Planning Committee meeting. He provided status updates on projects underway, including the Middle Branch Fitness and Wellness Center in Cherry Hill

and the Middle Branch Waterfront Plan, as well as those under review and consideration, including the South Baltimore Workforce Transit Hub and TOD and the B&O Corridor project. Community input meetings were held in early August on the Middle Branch Fitness and Wellness Center in Cherry Hill and the Middle Branch Waterfront Plan.

Program Committee Report

Ms. Asbell reported that the Program Committee has not met since the last Board meeting but is preparing to review applications received during the current grant cycle and for the Committee meeting scheduled for Friday, September 14. She reviewed the grant review timeline and requested volunteers to help Committee members review grant applications.

Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting. However, Ms. Pitkow and Ms. Bernstein have been developing a comprehensive communications and community engagement strategy and plan for the Committee's review.

Secretary's Report

Neither Mr. Gervase nor his proxy, Ms. Esteve, were present. Ms. Pitkow stated that there was no business to report to her knowledge.

Public Comments

James Alston commented that he was engaged in the early stages of SBGP and remarked on how much progress has been made. There were no further comments or questions from members of the public or other meeting attendees.

Other Business

The Board agreed to schedule Board meetings for the remainder of the calendar year. The October and December 2018 meetings will be held on the third Wednesday of each month, 6:00 to 8:00 pm, as usual; those dates are Wednesday, October 17 and Wednesday, December 19. Since the third Wednesday of November is the day before Thanksgiving, the Board agreed to hold its November meeting on Wednesday, November 28, 6:00 to 8:00 pm. Ms. Pitkow will email those meeting dates, times and locations to the full Board along with the September meeting date when it is confirmed. Board members were reminded to set-up email notifications for the new shared Google calendars.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:50 pm.