

Minutes of the January 16, 2019 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; Jasmine Esteve, proxy for Andy Gervase; Walt Ettinger; Alvin Gwynn; Aparna Jain; Jill Johnson; Alvin Lee; Willie Pack; Councilman Ed Reisinger, proxy for Council President Jack Young; Bill Reuter; Michael Tyson; and Beth Whitmer. SBGP team members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Oscar Harrell, Enhanced Services Director; Marissa Ramirez, Communications and Outreach Specialist; and Erica Z. Pitkow, Operations Director (recording minutes). Others in attendance were: Chris Firehock.

Mr. Washington called the meeting to order at 6:25 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 December 19, 2018 Board of Directors Meeting

The minutes of the December 19, 2018 meeting were presented and unanimously approved by the Board.

Executive Director and Staff Report

Mr. Rogers introduced the new SBGP Communications and Outreach Specialist, Marissa Ramirez, and reported that Amy Bernstein, Technical Support Officer for SBGP, will transition from a consultant to part-time employee effective in February.

Mr. Rogers discussed SBGP’s fiscal and grant management, including progress bringing services currently provided by fiscal agent HNI in-house by quarter-end. As part of that process, SBGP plans to hire an Operations Manager. SBGP staff is developing the draft proposed FY20 financial plan (budget) with the Finance Committee and will present it for comments at the February Board meeting and March Spring Public Meeting before presenting the final proposed plan for approval at the March Board meeting. SBGP staff is also assessing projects and projecting expenses and encumbrances through the end of FY19 so that any excess revenues and unallocated funds can be (re-)allocated by year-end as necessary.

Mr. Rogers, Ms. Asbell, and Mr. Harrell presented updates on SBGP’s program work, including the CDC Operating Support Fund application and review process, the development of a Middle Branch 4th of July celebration, and an SBG Sports League Kick-off and Field Day event in partnership with BCRP and Volo City scheduled for April 13. Ms. Asbell presented an overview of SBGP’s community grants awarded to date, including commitments, expenditures, funds remaining, and project scopes and statuses. She also reported on capacity building efforts and attendance, including individual meetings and group workshops. The first workshop in a new “Keys for Capacity” series is scheduled for February 12. Ms. Jain expressed concern about grant funds SBGP is waiting to expend until responses are received from the

MWBOO regarding MBE/WBE participation goals. Mr. Rogers explained the MWBOO process, and they agreed to table a discussion of how to potentially move those projects forward to a future Program Committee meeting.

Ms. Pitkow reviewed ethics and other Board requirements.

Committee and Officer Reports

Governance and Nominating Committee Report

Mr. Rogers reported on the January 15, 2019 public meeting to seek comments and input on a proposed resolution regarding the SBGP board member nomination and appointment process and whether to replace LDC board members on the SBGP board. Mr. Rogers reviewed the issue and provided an overview of how the SBGP board is currently structured and appointed compared to the potential new board structure. He summarized reasons the change is being considered and emphasized that the potential new board structure would continue to maintain accountability.

Mr. Rogers summarized the comments and input received at the public meeting. Based on a straw poll, a majority of the meeting attendees expressed support for replacing LDC members on the SBGP board. There were several questions about the potential development and design of a new SBGP board nomination and appointment process.

The Board discussed the next steps in considering the proposed resolution. Several Board members emphasized the importance of the potential development and design of a new SBGP board nomination and appointment process. The Governance and Nominating Committee will meet on February 5 by conference call and provide a report at the February Board meeting.

Program Committee Report

Ms. Jain reported that the Program Committee has not met since the last Board meeting.

At the last Board meeting, the Board approved a resolution requiring that every Board member participate in at least one grant review cycle each year, with exemptions for public officials and City employees. However, subsequent to the meeting, technical and procedural questions were raised about the resolution and requirement. Ms. Jain and Mr. Rogers presented an updated resolution regarding Board member participation in grant reviews for clarification and approval. Questions and comments were invited, and Mr. Gwynn suggested all Board members complete unconscious bias training, regardless of whether they participate in grant reviews or other deliberations and discussions.

The Board unanimously voted to approve the resolution. Ms. Asbell will follow-up with the Board to schedule unconscious bias trainings.

Strategic Planning Committee Report

Mr. Ettinger reported that the Strategic Planning Committee has not met since the last Board meeting but will meet the first Tuesday of each month in 2019, beginning in February. He and Mr. Rogers provided updates on existing projects and projects under development and/or consideration, including the Middle Branch Waterfront Plan, the Middle Branch Fitness and Wellness Center, the CDC Operating

Support Fund, a CDC real estate development fund, the Pigtown library renovation, and the South Baltimore workforce transit hub.

Finance Committee Report

Ms. Whitmer reported that the Finance Committee has not met since the last Board meeting but continues to meet on a regular basis and review the monthly financial statements and reports. The Finance Committee will meet on January 22 to review the proposed FY20 financial plan (budget). Ms. Pitkow reviewed the November 2018 financial statements and reports.

Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting but that SBGP staff is scheduling a meeting with the Horseshoe Casino to discuss opportunities to promote SBGP's work. Communications Committee members will be invited to the meeting.

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

Mr. Washington shared the meeting schedule for 2019, including Board meetings scheduled for the third Wednesday of each month and the Spring Public Meeting scheduled for March 13, 2019 with an inclement weather date of March 14, 2019.

Adjournment

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

Minutes of the February 26, 2019 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; Jasmine Esteve, proxy for Andy Gervase; Alvin Gwynn; Aparna Jain; Jill Johnson; Alvin Lee; Karl Lowe; Willie Pack; Councilman Ed Reisinger, proxy for Council President Jack Young; Bill Reuter; and Beth Whitmer. SBGP team members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Amy Bernstein, Technical Support Officer; Oscar Harrell, Enhanced Services Director; and Erica Z. Pitkow, Operations Director (recording minutes). Others in attendance were: Brent Flickinger.

Mr. Washington called the meeting to order at 6:15 pm and presided. A quorum was not initially present; however, a quorum was present before any action was taken.

Welcome and Overview

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

Executive Director and Staff Report

Mr. Rogers, Ms. Asbell, Ms. Bernstein and Mr. Harrell presented updates on SBGP’s program work and several projects under development. Ms. Bernstein reported on capacity building efforts, including the launch of the new “Keys for Capacity” series on February 12. The training was well attended and received positive reviews from attendees. Additional workshops are being planned, and suggestions for topics and presenters are welcome. Ms. Asbell conducted an unconscious bias training.

Mr. Harrell presented an overview of SBGP’s enhanced services awarded to date, including projects completed, underway and under development. Projects highlighted included parks maintenance, SBG sports leagues and a potential partnership with Safe Streets. In response to questions about the sports leagues and other recreational opportunities, Mr. Harrell discussed the sports leagues enrollment and format, other recreational opportunities, recreational opportunities for girls, and potential partners. A few board members stated that SBGP should focus on recreation for health and wellness rather than recreation as a public safety deterrent.

Ms. Pitkow reviewed ethics and other Board requirements. Annual financial disclosure filings for calendar year 2018 are due by April 30, 2019. Ethics training dates in April and May should be announced in the coming weeks.

Committee and Officer Reports

Finance Committee Report

Ms. Whitmer reported on the February 13, 2019 Finance Committee meeting. Ms. Pitkow reviewed the December 2018 financial statements and reports and reported that the staff and Finance Committee expect to present a proposal for allocating excess and unallocated FY19 funds before fiscal year-end. Ms.

Pitkow presented the proposed FY20 financial plan (budget), including revenues, expenses and assumptions. In response to a question about the approval timeline, Mr. Rogers and Mr. Washington reported that the budget must be submitted to the Board of Estimates for approval by April 30, 2019.

The Board unanimously voted to present the proposed FY20 financial plan for public comment at the annual Spring Public Meeting scheduled for March 13, 2019. Any public comments will be shared at the March 20, 2019 board meeting.

Governance and Nominating Committee Report

Ms. Johnson reported on the February 5, 2019 Governance and Nominating Committee meeting and reviewed a proposed resolution regarding the SBGP board member nomination and appointment process and to replace LDC board members on the SBGP board. The board discussed the resolution and next steps in detail, including the development and design of a new SBGP board nomination and appointment process.

The Board unanimously voted to approve the resolution and to replace LDC board members on the SBGP board. The Governance and Nominating Committee will begin to development a new SBGP board nomination and appointment process at its next meeting scheduled for March 4, 2019.

Mr. Rogers noted that proposed amendments to the SBGP bylaws were shared with the full Board by email and will be considered at the March 20, 2019 Board meeting. The proposed amendments would resolve some inconsistencies between the SBGP bylaws and the State legislation and City ordinance that established SBGP.

Strategic Planning Committee Report

Mr. Rogers reported on the February 5, 2019 Governance and Nominating Committee meeting and provided updates on existing projects and projects under development and/or consideration. SBGP is awaiting formal applications for the CDC operating support fund. A public meeting about the Middle Branch Fitness and Wellness Center at Cherry Hill is scheduled for February 27, 2019. Baltimore City Recreation and Parks will share updated design plans and timelines, and the Maryland Department of the Environment will present on the safety of the site.

Program Committee Report

Ms. Jain reported that the Program Committee has not met since the last Board meeting, but members have completed unconscious bias and grant review training. She reported the schedule and timeline for the upcoming grant review process. Program Committee grant review meetings are scheduled for March 15, 2019 and March 16, 2019.

Communications Committee Report

Mr. Reuter reported that the Communications Committee has not met since the last Board meeting but that SBGP staff and committee members met with representatives of the Horseshoe Casino and Caesars Entertainment to discuss promoting the work completed with Local Impact Grants from casino funds. A list of project highlights was shared with and they may speak at the Day of Play event scheduled for April 13, 2019.

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

Mr. Washington reviewed the schedule of upcoming meetings, including the March 13, 2019 Spring Public Meeting (with an inclement weather date of March 14, 2019) and Board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

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

Minutes of the March 20, 2019 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; Debbie Ally-Dickerson; Ethan Cohen; Councilman Eric Costello, who was replaced by his proxy, Justin Lane, partway through the meeting; Walt Ettinger; Shakira Garcia, proxy for Jackie Grace-Pope; Andy Gervase; Alvin Gwynn; Jill Johnson; Alvin Lee; Councilman Ed Reisinger, proxy for Council President Jack Young; Bill Reuter; Sophia Silbergeld; and Michael Tyson. SBGP team members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Amy Bernstein, Manager, Community Grants and Communications; Oscar Harrell, Enhanced Services Director; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Jayne Jenkins, proxy for Michael Tyson, and Chris Firehock.

Mr. Washington called the meeting to order at 6:20 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 January 15, 2019 Public Meeting and the January 16, 2019 and February 26, 2019 Board of Directors Meetings

The minutes of the January 15, 2019 public meeting and the January 16, 2019 and February 26, 2019 Board of Directors meetings were presented and unanimously approved by the Board.

Executive Director and Staff Report

Mr. Rogers reported that a new Operations Manager, Lauren McDade, is starting on March 25, 2019 in preparation for the transition from using a fiscal agent to bringing those services in-house.

Mr. Rogers presented updates on SBGP’s program work. Day of Play, a field day to kick-off spring sports leagues, is scheduled for April 13, 2019 at Carroll Park. Board members were asked to share event fliers and information with their communities. Since SBGP funds or operates programs where children are the primary audience or beneficiaries, SBGP has begun drafting a Child Protection Policy to establish guidelines and procedures to protect children participating in these programs.

Ms. Pitkow reviewed ethics and other Board requirements. Annual financial disclosure filings for calendar year 2018 are due by April 30, 2019. Ethics training dates in April and May were announced.

Committee and Officer Reports

Finance Committee Report

Ms. Pitkow reported that the Finance Committee has not met since the last Board meeting. She reviewed the January 2019 financial statements and reports and reported that the staff and Finance Committee expect to present a proposal for allocating excess and unallocated FY19 funds before fiscal year-end.

Ms. Pitkow presented the proposed FY20 financial plan (budget), including revenues, expenses and assumptions. No changes were made to the proposed budget since the presentation at the last Board meeting. The budget was also presented at SBGP's annual Spring Public Meeting on March 13, 2019 and provided to the Local Development Council for comment.

The Board unanimously voted to approve the proposed FY20 financial plan. The budget will be submitted to the Board of Estimates for approval by April 30, 2019.

Ms. Pitkow discussed preparations for the transition from using a fiscal agent and related changes, including a proposed resolution to update SBGP's signing authorities. The Board discussed SBGP's signing authorities and payment policies and procedures in detail. The Board agreed to table the resolution so additional detail can be incorporated into the resolution and the payment policies and procedures can be provided to the Board for review and reference.

Program Committee Report

Ms. Asbell reported on the March 15, 2019 and March 16, 2019 Program Committee meetings and the review process for grant applications. On behalf of the Committee, Ms. Asbell presented and reviewed a portfolio of grant awards recommended for Board approval.

In response to a comment from Mr. Reuter, Ms. Asbell confirmed that the recommended portfolio of grant awards, as agreed upon by the Program Committee, should include the South Baltimore Partnership's South Baltimore Sustainability Partnership Expansion rather than their Senior Empowerment project. Of a total of 40 applications requesting \$1,297,295, the Board was asked to approve awards for 26 grants totaling \$488,845, including 15 small grants totaling \$70,893; 10 medium grants totaling \$331,200; and one large grants for \$85,955.

The recommended portfolio of grant awards (attached) was unanimously approved by the Board. Unfortunately, one of the grant awards had to be cancelled subsequent to the meeting. The recipient organization's leadership shared the grant award on the Facebook page for their personal political campaign, and then, after being warned by SBGP about blurring the lines between the two entities, posted about their personal political campaign on the Facebook page of the recipient organization. SBGP therefore determined that the grant award was being used for political purposes. As a governmental body, SBGP is prohibited from engaging in electioneering, financially supporting political candidates, or giving the impression that SBGP endorses candidates for public office. Similarly, IRS rules prohibit all 501c3 nonprofit organizations from engaging in any of these activities. SBGP therefore determined it was necessary to cancel the grant award.

Mr. Rogers thanked Ms. Asbell, the Program Committee, and the grant application reviewers for their work.

Ms. Asbell reviewed the tentative timeline for the next grant cycle. Mr. Gwynn noted that the Program Committee and grant application reviewers discussed the importance of project outcomes and incorporating them into the next grant cycle. Ms. Bernstein noted that the next Keys to Capacity workshop will be about performance and outcome measures.

Governance and Nominating Committee Report

Ms. Johnson reported on the March 4, 2019 Governance and Nominating Committee meeting. The Committee has begun to discuss, research and develop a new SBGP Board nomination and appointment process, starting with the procedures used by other similar organizations in Baltimore.

The Committee presented several proposed amendments to the SBGP Bylaws, which were previously shared with the full Board by email and posted on the SBGP website, to correct a few insubstantial typographical errors and resolve some inconsistencies between the SBGP Bylaws and the State legislation and City ordinance that established SBGP.

The Board unanimously voted to adopt the amended SBGP Bylaws. They will be submitted to the Board of Estimates for approval.

Strategic Planning Committee Report

Mr. Ettinger and Mr. Rogers reported on the March 6, 2019 Strategic Planning Committee meeting and provided updates on existing projects and projects under development and/or consideration. SBGP is awaiting formal applications for the CDC operating support fund. SBGP continues working with BCRP to draft an agreement for SBGP's \$1 million allocation to the Middle Branch Fitness and Wellness Center at Cherry Hill. At a public meeting on February 27, 2019, BCRP shared updated design plans and timelines, and the Maryland Department of the Environment presented on the safety of the site. SBGP will continue to evaluate whether a subsequent allocation of up to \$1.2 million will be made pending additional information about the project scope and budget. SBGP expects to begin reviewing funding proposals for a few additional Transformational Projects soon.

Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting and shared updates from the communications team. She reminded the Board about the Day of Play event on April 13, reported that signage is being installed to advertise the spring sports leagues, and reported on public relations efforts.

Secretary's Report

Mr. Gervase 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

Mr. Washington reviewed the schedule of upcoming meetings, including Board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

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

Grant Recipient	Project Title	Grant Tier	SBGP Funding Amount
Thomas Johnson EMS PTO	LIVE WELL! A Family Health and Fitness Expo	1/S	\$2,475.00
Ridgely's Delight Association Beautification Committee	Roots In Ridgely's	1/S	\$3,936.00
Westport Community Economic Development Corporation	Harbor West Collaborative Sunday Outdoor Matinee Series	1/S	\$4,500.00
The Kerry Kares Foundation	Identity Project	1/S	\$4,982.00
Safe Streets Cherry Hill	Team Building for Youth of Cherry Hill	1/S	\$5,000.00
Cherry Hill United Methodist Church	Soup Kitchen and Food Pantry	1/S	\$5,000.00
Fishes and Loaves Pantry, Inc.	Fishes and Loaves Community Block Party	1/S	\$5,000.00
Baltimore Community ToolBank	Environmental Education & Inventory Enhancement	1/S	\$5,000.00
South Baltimore Neighborhood Association	2nd Annual SBNA Block Party	1/S	\$5,000.00
National Wildlife Federation	B'More Wild Fest	1/S	\$5,000.00
Teach for America Baltimore	2019 Teach For America Alumni Rising School Leader Fellowship	1/S	\$5,000.00
LETS GO Boys and Girls	LET'S GO Westport STEM Program	1/S	\$5,000.00
Sowebo Landmark 5K Planning Committee	2019 Landmark Sowebo 5K	1/S	\$5,000.00
Paul's Place, Inc.	After-School Program at George Washington Elementary School	1/S	\$5,000.00
South Baltimore Partnership	South Baltimore Sustainability Partnership Expansion	1/S	\$5,000.00
Pigtown Main Street	Pigtown's Grand Slam Pig!, events and enhancements on Washington Blvd.	2/M	\$9,000.00
Civic Works	Baltimore Orchard Project	2/M	\$13,422.00
Living Classrooms Foundation	BEE SMART (Baltimore Environmental Education Summer Math and Reading Trailblazers)	2/M	\$14,780.00
Boys & Girls Clubs of Metropolitan Baltimore	Program & Capacity Building Support for Westport Homes Boys & Girls Club	2/M	\$34,802.00
GiveFit	Free Group Fitness Classes Building a Healthy Community	2/M	\$39,847.00
Institute for Local Self-Reliance	Baltimore Composting for Community Project: Youth Entrepreneurship in Action	2/M	\$47,500.00
NEWfit	NEWfit in Southwest Baltimore	2/M	\$36,363.60
Federal Hill Main Street, Inc.	Federal Hill Main Street Business District Cleanliness and Safe Environment Initiative 2019	2/M	\$36,787.50
Riverside Neighborhood Association	SoBo Pop-Up Pool	2/M	\$49,500.00
Salem Lutheran Church South Baltimore	Riverside Third Space	2/M	\$49,995.00
The Cherry Hill Eagles Foundation	Cherry Hill Eagles	3/L	\$85,954.90
			\$488,845.00

Minutes of the April 17, 2019 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; Ethan Cohen; Jasmine Esteve; Walt Ettinger; Shakira Garcia, proxy for Jackie Grace-Pope; Aparna Jain; Alvin Lee; Karl Lowe; Rev. Willie J. Pack, Sr.; Phylcia Porter; Bill Reuter; and Beth Whitmer. SBGP team members in attendance were: Brad Rogers, Executive Director; Amy Bernstein, Manager, Community Grants and Communications; Oscar Harrell, Enhanced Services Director; Lauren McDade, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Dedra Layne, Director, Safe Streets Baltimore; Anisha Thomas, Deputy Director, Safe Streets Baltimore; and Elgin Maith, Site Director, Safe Streets Baltimore.

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, emphasizing the importance of ethics and being mindful of not only conflicts of interest but also the appearance of potential conflicts of interest.

Minutes of the March 13, 2019 Public Meeting and the March 20, 2019 Board of Directors Meeting

The minutes of the March 13, 2019 public meeting and the March 20, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Executive Director and Staff Report

Mr. Rogers introduced SBGP’s new Operations Manager, Lauren McDade.

Ms. Bernstein discussed communications, media and outreach efforts. A press release on the recently approved grant awards will be published in the Baltimore Business Journal, to which the Horseshoe Casino connected SBGP. Talking points for the grant awards were shared, and all Board members were invited to the grantee orientations scheduled for April 24, 2019 and April 30, 2019. Ms. Pitkow and Ms. Ramirez requested invitations to community meetings SBGP should attend.

Mr. Washington and Mr. Rogers discussed an issue with one of the recent grant awards, which unfortunately had to be cancelled. The recipient organization’s leadership shared the grant award on the Facebook page for their personal political campaign, and then, after being warned by SBGP about blurring the lines between the two entities, posted about their personal political campaign on the Facebook page of the recipient organization. SBGP therefore determined that the grant award was being used for political purposes. As a governmental body, SBGP is prohibited from engaging in electioneering, financially supporting political candidates, or giving the impression that SBGP endorses candidates for public office. Similarly, IRS rules prohibit all 501c3 nonprofit organizations from engaging in any of these activities. SBGP therefore determined it was necessary to cancel the grant award.

Mr. Harrell and Mr. Rogers presented an update on Enhanced Services, including the successful and well-attended Day of Play that was held on April 13, 2019 in Carroll Park. The spring sports leagues have started, and planning for the Middle Branch 4th of July Celebration is well underway. Communications materials will be shared as soon as they are available.

Mr. Rogers discussed financial management, the unassigned fund balance, and projected revenues through the end of FY19. While all of those funds will be allocated/budgeted for specific projects before fiscal year-end, under generally accepted accounting principles, those funds must be left unassigned on the statement of financial position until SBGP formally encumbers/assigns those funds. Community Grants are encumbered following Board approval of funding awards two times each fiscal year (awards for the Summer application cycle are approved in the Fall, and awards for the Winter application cycle are approved in the Spring), Enhanced Services are encumbered once a contract is executed for those services, and Transformational Projects are encumbered following Board approval. Community Grants, Enhanced Services, and Transformational Projects are then expensed on the statements of activities once payment requests are received and payable. While these practices result in SBGP carrying a significant unassigned fund balance on its statement of financial position, SBGP does budget all of its expected revenues for specific projects and expected overhead expenses, and SBGP remains committed to getting money out the door and into its communities.

Mr. Rogers discussed several specific projects under development, including Transformational Projects. A community input meeting is scheduled for April 24, 2019 with three world-class design firms competing to help create the Middle Branch Waterfront Plan. In addition, a budget and proposal are under development for the tentatively titled Baltimore Ride, which would provide subsidized Lyft rides during certain peak hours to transport workers to jobs and to transport residents to grocery stores.

Mr. Rogers discussed ethics issues, the fraud triangle and the rationalization of workplace fraud, and SBGP's ethics rules and policies. Mr. Washington emphasized that recusing oneself means taking no part and exerting no influence. Ms. Pitkow reviewed ethics and other Board requirements. Annual financial disclosure filings for calendar year 2018 are due by April 30, 2019. Ethics training dates in April and May were shared.

Ms. Pitkow stated that she is coordinating an afternoon of kayaking on the Middle Branch for SBGP board, proxy and staff members. Details will be shared by email when they are finalized.

Safe Streets Baltimore Presentation

Mr. Rogers reported that SBGP is exploring a potential partnership with Safe Streets Baltimore to provide a designated youth engagement staff person to promote health and wellness and practice trauma-informed coaching in Cherry Hill.

Ms. Layne discussed Safe Streets, an evidence-based, public health program to reduce gun violence. The program is implemented by community-based organizations, including one in Cherry Hill. The potential partnership with SBGP would provide a youth engagement staff person that would encourage youth to participate in productive, supervised activities as well as work with the rest of the Safe Streets team.

Mr. Cohen noted that other casino funding is being used for a responder position at MedStar Harbor Hospital. That employee works with victims of violent injuries (primarily gunshot related) to help prevent retaliation and interrupt the cycle of violence.

Committee and Officer Reports

Strategic Planning Committee Report

Mr. Ettinger reported on the April 2, 2019 Strategic Planning Committee meeting and provided an update on the CDC operating support fund. SBGP has received one formal application from the Cherry Hill Community Development Corporation so far. The application was reviewed by staff and then reviewed at the March and April committee meetings, including a presentation by the applicant and written response to questions from the committee.

Mr. Rogers provided an overview of Cherry Hill CDC and the application. Cherry Hill CDC is transitioning from principally a volunteer to a staffed organization, and is seeking to bring new homeownership to Cherry Hill and to complete a concept and development plan for the community. Cherry Hill CDC has begun work toward these goals. They have put together a well-qualified team of part-time staff, consultants and volunteers and have plans for office and IT infrastructure. They also have title to four vacant shells, funding to begin rehabbing them for resale to homeowners, and a pledge from a major builder to do the construction work at cost so the work will be done well, affordably, and on schedule.

On behalf of the Strategic Planning Committee, Mr. Ettinger recommended the Board approve a grant to the Cherry Hill CDC from the operating support fund. The Board of Directors discussed the application in detail and approved the grant to the Cherry Hill CDC. Mr. Pack stated that he does volunteer work for Cherry Hill CDC and recused himself from consideration of the application and voting.

Finance Committee Report

Ms. Whitmer and Ms. Pitkow reported on the April 16, 2019 Finance Committee meeting. Ms. Pitkow reviewed the February 2019 financial statements and reports and reported that the staff and Finance Committee expect to present a proposal for allocating excess and unallocated FY19 funds at the May 2019 Board meeting.

Ms. Pitkow discussed the transition from using a fiscal agent. She reviewed a memo outlining related changes and updates on those items; SBGP's Payment Policies and Procedures; the organization's original signing authority resolution adopted on January 24, 2018; and a proposed resolution to update SBGP's signing authorities. The Board discussed SBGP's signing authorities and payment policies and procedures in detail.

The Board voted to adopt the proposed resolution to update SBGP's signing authorities. Mr. Cohen abstained from voting.

Program Committee Report

Ms. Jain reported that the Program Committee has not met since the last Board meeting. She reminded the Board of the upcoming grantee orientations and future committee meeting dates.

Governance and Nominating Committee Report

Ms. Pitkow reported that the Governance and Nominating Committee has not met since the last Board meeting. She provided an update on the research she is conducting on the procedures used by other similar organizations in Baltimore.

Communications Committee Report

Ms. Pitkow reported on the April 11, 2019 Communications Committee meeting. The committee and staff discussed SBGP's ongoing communications and outreach strategy and work, an update on collaboration with the casino, signage installed around the District, and an evergreen marketing piece under development.

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

Mr. Washington reviewed the schedule of upcoming meetings, including Board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

There being no further business or comments, the meeting was adjourned at 8:30 pm.

Minutes of the May 15, 2019 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: Jill Johnson, Vice Chair; Debbie Ally-Dickerson; Ethan Cohen; Jasmine Esteve; Walt Ettinger; Rev. Alvin Gwynn; Justin Lane, proxy for Eric Costello; Alvin Lee; Karl Lowe; Rev. Willie J. Pack, Sr.; and Sophia Silbergeld. SBGP team members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Oscar Harrell, Enhanced Services Director; Lauren McDade, Operations Manager; and Erica Z. Pitkow, Operations Director (recording minutes). Others in attendance were: Chris Firehock.

Ms. Johnson called the meeting to order at 6:10 pm and presided. A quorum was not initially present but was present beginning with the approval of the prior meeting minutes.

Welcome and Overview

Ms. Johnson reviewed highlights of SBGP’s work since the last meeting and the meeting agenda. She clarified that the accidental announcement of the transportation project to provide subsidized Lyft rides was not made by SBGP and that the proposed project is still under development and review.

Executive Director and Staff Report

Mr. Rogers presented updates on Community Grants, Enhanced Services and Transformational Projects, including the KaBOOM! playground in Florence Cummings Park, 295 median landscaping, a partnership with Federal Hill Main Street, and several other projects. The Middle Branch Waterfront Plan design competition is underway and preliminary designs by three international landscape architecture firms will be on display for public input later this month. Then, based on public comment and input from a jury of experts, the Mayor will select a finalist. Mr. Rogers also discussed a multi-pronged trash clean-up strategy – including the Gwynns Falls Trash Wheel, trash booms and interceptors, and street cleaning – that SBGP is working on with several partners. The Gwynns Falls Trash Wheel design is underway, and SBGP is applying with partners for grant funding to purchase All Terrain Litter Vehicles (ATLVs) for street cleaning. A partnership with Living Classrooms’ workforce program for previously incarcerated, re-entering citizens would provide ATLV operators. Planning for the 4th of July on the Middle Branch Waterfront continues. Mr. Rogers discussed the status of the three components of the event: the Cherry Hill Waterfront Festival, the Hanover Street Mural Gallery, and a fireworks display.

Ms. Pitkow reviewed ethics and other Board requirements and outstanding compliance. Annual financial disclosure filings for calendar year 2018 were due by April 30, 2019.

Ms. Pitkow stated that several SBGP board, proxy and staff members are going kayaking on the Middle Branch tomorrow afternoon. Anyone interested in joining who did not sign up should contact Ms. Pitkow as soon as possible.

Minutes of the April 17, 2019 Board of Directors Meeting

The minutes of the April 17, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Committee and Officer Reports

Finance Committee Report

Ms. Whitmer and Ms. Pitkow reported on the May 9, 2019 Finance Committee meeting. Ms. Pitkow reviewed the March 2019 financial statements and reports, and the Board suggested incorporating more accessible language into those reports as appropriate.

Ms. Pitkow reported that SBGP is projecting to have approximately \$900,000 to \$1,000,000 in excess revenues this fiscal year due primarily to receiving more Local Impact Funding revenue than originally budgeted. On behalf of the Finance Committee, she proposed that the Board approve the allocation of excess FY19 revenues to Enhanced Services. Ms. Pitkow presented a list of projects to be funded with the excess revenues, and Mr. Rogers discussed the details of each project, including the 4th of July on the Middle Branch Waterfront, the Federal Hill Main Street initiative, the trash cleanup initiative with Living Classrooms, 295 median landscaping, and Westport park improvements. The Board discussed the process for selecting Enhanced Services and requested that these types of requests be presented further in advance in the future.

The Board voted unanimously to approve the allocation of excess FY19 revenues to Enhanced Services.

Strategic Planning Committee Report

Mr. Ettinger reported on the May 7, 2019 Strategic Planning Committee meeting and provided an update on the CDC operating support fund. SBGP has awarded one operating support grant to the Cherry Hill Development Corporation. A second application is under review by SBGP staff and will be presented at the June committee meeting, which all Board members are invited to attend. The committee also received a presentation from The Reinvestment Fund about a potential capital project fund, which the committee continues to explore. The committee also continues to review and consider the transportation project in partnership with Lyft, including implementation issues.

Program Committee Report

Ms. Asbell reported that the Program Committee has not met since the last Board meeting. She reminded the Board of the upcoming Summer grant cycle and the committee meeting next week.

Governance and Nominating Committee Report

Ms. Johnson reported that the Governance and Nominating Committee has not met since the last Board meeting but will schedule a meeting in the coming weeks.

Communications Committee Report

Ms. Ally-Dickerson reported that the Communications Committee has not met since the last Board meeting. She encouraged Board members to visit SBGP's website and social media pages if they have not recently to view the new and updated content. She thanked Ms. Ramirez and the communications team for their work.

Secretary's Report

Ms. Esteve stated that there was no business to report and invited committee chairs and Board members with any questions about meeting materials archives to contact her.

Public Comments

There were a few brief comments about the accidental announcement of the transportation project with Lyft for informational purposes.

Other Business

Ms. Johnson reviewed the schedule of upcoming meetings, including Board meetings scheduled for the third Wednesday of each month in 2019. Mr. Ettinger suggested taking a break from meeting over the Summer. Ms. Johnson and Mr. Rogers said they will take the suggestion into consideration along with the timing of items requiring Board input and approval, such as Transformational Project proposals and the Governance and Nominating Committee's work. In response to a question about how to stay informed if members miss meetings, Mr. Rogers suggested reviewing SBGP's quarterly reports and he and SBGP staff members offered to meet with members as needed.

Adjournment

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

Minutes of the June 19, 2019 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; Debbie Ally-Dickerson; Ethan Cohen; Jill Johnson; Alvin Lee; Karl Lowe; Rev. Willie J. Pack, Sr.; Aparna Jain; Bill Reuter; and Beth Whitmer. SBGP team members in attendance were: Acacia Asbell, Community Grants Director; Amy Bernstein, Community Grants and Communications Manager; Oscar Harrell, Enhanced Services Director; Lauren McDade, Operations Manager; and Erica Z. Pitkow, Operations Director (recording minutes). Others in attendance were: Navasha Daya and Fanon Hill, The Youth Resiliency Institute; Amy Cavanaugh, Maryland Art Place; Chip Watkins, Weller Development Company; Sandy Davis, proxy for Aparna Jain, who was also in attendance; and Sandra Harrell.

Mr. Washington called the meeting to order at 6:20 pm and presided. A quorum was not present.

Welcome and Overview

Mr. Washington reviewed highlights of SBGP’s work since the last meeting and the meeting agenda. He noted that the presentation of the proposed Transformational Project to partner with Lyft was tabled until the next meeting, so the Strategic Planning Committee can finalize the resolution for recommended board approval and since Walt Ettinger, Strategic Planning Committee Chair, was unexpectedly unable to attend this meeting.

Presentation of 4th of July on the Middle Branch Waterfront

Navasha Daya, Fanon Hill, Amy Cavanaugh, and Chip Watkins presented an overview of the 4th of July on the Middle Branch Waterfront. They discussed the four components of the event – the Cherry Hill Arts & Music Waterfront Festival, a fireworks display, the Hanover Street Mural Gallery, and an after-party at South Point – as well as logistics, including parking, shuttle transportation, security and marketing.

The board had an extensive discussion about marketing and logistics, including security, transportation, and coordination with MedStar Harbor Hospital and the City.

Staff Report

Ms. Pitkow shared an “evergreen” literature piece SBGP developed for use at a wide range of venues and events. Board members were encouraged to take and distribute the postcards.

Ms. Asbell reported that the Summer 2019 grant cycle and application will open on July 1, 2019. The dates for two Community Grant proposal workshops were shared.

Mr. Harrell presented an update on Enhanced Services and highlighted the Gwynns Falls Trash Wheel design project. He also reported that he has been reviewing the Enhanced Services program and process with the Program Committee.

Ms. Pitkow shared an update from Mr. Rogers on the Middle Branch Waterfront Plan design competition. Mr. Washington, a member of the competition jury, discussed next steps. The board discussed the public comments on the three designs and the eventual funding and implementation of the resulting plan.

Ms. Pitkow reviewed ethics and other Board requirements and outstanding compliance.

Committee and Officer Reports

Governance and Nominating Committee Report

Ms. Johnson and Ms. Pitkow reported on the June 6, 2019 committee meeting and the development of a board member nomination and appointment process. They discussed research on best practices with similar entities, SBGP's board composition requirements, preliminary recommendations, and a proposed timeline and next steps. Board members were invited to participate in the development process and provide feedback individually or at the next committee meeting, which is being scheduled before the July board meeting. A presentation on the draft board member nomination and appointment process will be made at the July board meeting for public input.

Strategic Planning Committee Report

Mr. Washington reported on the June 4, 2019 committee meeting. The committee approved the proposed Transformational Project in partnership with Lyft and is working to finalize a resolution for recommended board approval of the project. The committee is also reviewing three additional applications for the CDC operating support fund.

Program Committee Report

Ms. Jain reported on the June 10, 2019 committee meeting and thanked Mr. Harrell and other meeting attendees for the thorough review and discussion of the Enhanced Services program and process, including issues discussed at the last board meeting. The committee will continue the discussion at its July 15, 2019 meeting.

Finance Committee Report

Ms. Whitmer and Ms. Pitkow reported on the June 10, 2019 committee meeting. Ms. Whitmer reported that SBGP's independent auditor discussed the upcoming FY19 audit, which will include an IT and data security component, and met with the Finance Committee without staff present to establish a direct line of reporting to the committee. The draft audit report will be presented to the committee and board in September. Ms. Whitmer stated that the auditor expressed confidence in SBGP's financial procedures and controls as well as communication about any related changes. Ms. Pitkow reviewed the April 2019 financial statements and reports, including additional detail included at the board's request.

Communications Committee Report

Ms. Ally-Dickerson reported that the committee has not met since the last board meeting.

Secretary's Report

Ms. Pitkow stated that there was no business to report to her knowledge.

Public Comments

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

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

There being no further business or comments, the meeting was adjourned at 8:25 pm.

Minutes of the July 17, 2019 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; Debbie Ally-Dickerson; Ethan Cohen; Sandy (Davis) Brennan, proxy for Aparna Jain; Walt Ettinger; Jackie Grace; Jill Johnson (by telephone); Alvin Lee; Karl Lowe; Bill Reuter; and Mike Tyson. SBGP staff members in attendance were: Brad Rogers, Executive Director; Amy Bernstein, Community Grants and Communications Manager; Oscar Harrell, Enhanced Services Director; Lauren McDade, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Chris Firehock; Brent Flickinger; Shirley Foulks; Jayne Jenkins; Don Murray; and Cleoda Walker, Youth Resiliency Institute Steering Committee Member and Cherry Hill Community Coalition Chair.

Mr. Washington called the meeting to order at 6:20 pm and presided. A quorum was not initially present but was present beginning with the Strategic Planning Committee Report and through the approval of the prior meeting minutes.

Welcome and Overview

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

Executive Director and Staff Reports

Mr. Rogers presented an update on SBGP's program work, including a graph showing significant growth in projects underway and completed by month since SBGP's inception. He noted the graph does not include projects in development or for approval at the current meeting.

Mr. Rogers and Mr. Harrell presented an update on Enhanced Services. They have been reviewing and documenting the Enhanced Services process with the Program Committee. They also highlighted several projects, including the Gwynns Falls Trash Wheel design, Middle Branch Park landscaping and maintenance, support for Federal Hill Main Street and Pigtown Main Street, and the 4th of July on the Middle Branch Waterfront. The 4th of July was well-managed and well-attended, and it was a very positive, family-friendly and community-oriented event. Media coverage and event management logistics were discussed.

Ms. Walker, Ms. Foulks, and Mr. Murray thanked SBGP on behalf of Cherry Hill for supporting the 4th of July event. They emphasized the community's excitement about the event and its growing success as well as SBGP's important role in the event and its success. Mr. Murray stated that Cherry Hill is a very close-knit community with many strengths the event helped highlight. Mr. Washington asked what additions or improvements they would like to see if the event is held again. They suggested more diverse food and music, poetry, and additional signage and staffing. The children's village was well done.

Ms. Pitkow reviewed ethics and other Board requirements, and outstanding compliance.

Governance and Nominating Committee Report

Presentation of Draft Board Member Application and Appointment Process

Mr. Washington reported on the July 16, 2019 committee meeting and presented the draft board member application and appointment process for public comments and input.

Mr. Washington provided an overview of how the SBGP board is structured and appointed, and noted the draft process would apply to the 11 “additional” members of the SBGP board not appointed by elected officials. He reviewed research on best practices with similar entities, SBGP’s board composition requirements, preliminary recommendations, and a proposed timeline and next steps:

- One of the 11 “additional” members would be reserved for a Horseshoe Casino representative appointed by the casino from a leadership position. That member would not be term limited.
- The 10 remaining “additional” members would apply to and be appointed by the SBGP board.
 - To stagger the terms of those members, before the end of 2019, half of the current “additional” members would be reappointed to one-year terms initially (January 1 through December 31, 2020). Those seats would then be open to applicants for two-year terms (January 1, 2021 through December 31, 2022). Also before the end of 2019, the other half of the “additional” seats, including expected vacancies and if necessary randomly selected seats, would be open to applicants for two-year terms (January 1, 2020 through December 31, 2021). Current board members could apply.
 - The application and appointment process would include solicitation and outreach, an application period, and a public comment and committee review period. The committee would then finalize and recommend a proposed slate of members for a vote by the SBGP board before the end of 2019. Applicants should represent a constituency (such as residents, businesses, a neighborhood, a sector, or an institution) and/or have skills and experience relevant to SBGP’s work.

Public Comments

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

In response to questions about geographic representation, diversity in general and accountability, Mr. Washington noted the board composition requirements ensuring geographic diversity and emphasized the board’s commitment to maintaining accountability, inclusion, diversity and equity. He stated that members appointed by elected officials may count toward the board composition requirements and that elected officials and most of their appointees represent the District. Mr. Rogers reviewed the historic structure and composition of the board and noted that SBGP initially could not appoint any members directly. A few attendees suggested allowing some flexibility around geographic diversity as appropriate – for example, allowing more than one representative of the same neighborhood if those members bring skills and experience relevant to SBGP’s work and still meet the board composition requirements.

In response to a question about reserving a seat for a casino representative, Mr. Washington explained that the committee feels the casino is an important partner and community institution. It is a local business and employer and has a vested interest in SBGP’s operations and programs. Ms. Brennan

expressed concern about reserving a seat for a casino representative as well as the opportunity cost of doing so.

A few attendees expressed concern about the timeline and relatively short solicitation and outreach period. Mr. Washington and Mr. Rogers recognized the concern and explained that SBGP hopes to approve the process in August rather than September to allow more time for solicitation and outreach. The timeline could also be extended or adjusted, and SBGP will work to start solicitation and outreach as soon as possible.

Mr. Murray commended the SBGP board on its work and direction.

Strategic Planning Committee Report

Mr. Ettinger reported on the July 10, 2019 committee meeting and provided an update on the CDC operating support fund. SBGP has awarded one operating support grant to the Cherry Hill Development Corporation and three additional applications have been under review. Following staff and committee review of an application from Southwest Partnership (in partnership with Pigtown Main Street), including a presentation by the applicant, the committee voted unanimously to recommend the application for funding.

Mr. Rogers provided an overview of Southwest Partnership, Pigtown Main Street, and the application. The grant would fund operations to support their work to rehab a number of houses near the charter school and Carroll Park as well as beautify and market the neighborhood. Southwest Partnership has expertise acquiring and rehabbing properties, and Pigtown Main Street does beautification projects and markets the neighborhood. They have a feasible implementation plan and timeline. The board discussed the application, implementation and timeline in detail as well as the status of the other two applications for CDC operating support funds. The committee does not believe one of the applications meets the grant criteria and plans to ask the other applicant for some follow-up items.

The board voted unanimously to approve a CDC operating support grant to Southwest Partnership.

In addition, on behalf of the committee, Mr. Ettinger and Mr. Rogers presented and recommended board approval of a resolution allocating \$1 million of Transformational Projects funds to implement the South Baltimore GO! pilot program in partnership with Lyft subject to several conditions. Mr. Rogers provided some additional background and discussed the project development process and several implementation questions and options. He also noted decision points throughout the program design and pilot implementation and that the board may terminate the program at any point during the pilot period.

The board discussed the resolution, program design and pilot implementation in detail, including the proposed hours and service area of the program, as well as other options and the flexibility to adjust the program as needed. A few members expressed concerns about cost as well as implementing and then terminating the program. Mr. Cohen recommended amending section 1.a. of the resolution to refer to the program design rather than details.

The board voted to approve the resolution allocating \$1 million for the South Baltimore GO! pilot program in partnership with Lyft as amended. Ms. Brennan opposed the resolution. (Board member Willie Pack, Sr. expressed his support by email.)

Minutes of the May 15, 2019 and June 19, 2019 Board of Directors Meetings

The minutes of the May 15, 2019 and June 19, 2019 Board of Directors meetings were presented and unanimously approved by the board.

Program Committee Report

Ms. Asbell and Mr. Harrell reported on the July 15, 2019 committee meeting, and Ms. Asbell noted the upcoming grant review process.

Finance Committee Report

Ms. Pitkow reported on the July 8, 2019 committee meeting. She reviewed the May 2019 financial statements and reports and SBGP's insurance coverages, including a few recent changes.

Communications Committee Report

Ms. Ally-Dickerson reported on the July 12, 2019 committee meeting and communications and outreach updates, including website, social media and MailChimp analytics; community and association meetings and events; media exposure; and communications and outreach initiatives.

Secretary's Report

Ms. Pitkow stated that there was no business to report to her knowledge.

Public Comments

Mr. Rogers invited members of the public and other meeting attendees to provide any comments and questions. As an SB7 executive board member, Ms. Walker stated that SB7 expressed support for the South Baltimore Go! program to improve access to medical, grocery, recreational and other facilities and resources.

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including board meetings scheduled for the third Wednesday of each month in 2019. (The August board meeting was subsequently rescheduled for August 28, 2019 due to attendance issues.)

Adjournment

There being no further business or comments, the meeting was adjourned at 8:45 pm.

Minutes of the August 28, 2019 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; Debbie Ally-Dickerson; Sandy (Davis) Brennan, proxy for Aparna Jain; Veronica Crosby, proxy for Keisha Allen; Rev. Alvin Gwynn; Jayne Jenkins, proxy for Michael Tyson; Jill Johnson; Alvin Lee; Rev. Willie Pack (by telephone); Bill Reuter; Sophia Silbergeld; and Beth Whitmer. SBGP staff members in attendance were: Brad Rogers, Executive Director; Oscar Harrell, Enhanced Services Director; Lauren McDade, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Chris Firehock.

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

Welcome and Overview

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

Minutes of the July 17, 2019 Board of Directors Meeting

The minutes of the July 17, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Executive Director and Staff Reports

Mr. Rogers presented a graph showing significant growth in projects completed, underway and in development by month since SBGP’s inception.

Mr. Rogers reported that SBGP has been developing a Safety Plan, which it plans to finalize and roll-out in September, including training at the September Board meeting. SBGP received input on the plan from the Ripken Foundation, Boys and Girls Club of Seattle, BCRP, its insurance broker, and legal counsel.

Mr. Harrell provided updates on several Enhanced Services, including the KaBOOM! playground build in Florence Cummings Park, South Baltimore Gateway Sports Network programs for youth, Rhythms & Reels and SoBo Summer Music Series, and projects with the Baltimore Office of Promotion and the Arts (BOPA). Rev. Pack suggested reaching out to the Cherry Hill Community Coalition and other community groups about youth recreation programs.

Mr. Rogers provided updates on Transformational Projects:

- Middle Branch Waterfront Plan – Development of the management structure and scope of work for the project and West 8 are underway. Mr. Rogers expects to present an additional funding request once the scope, phasing and pricing are known. He also expects other funders and partners to join the project.
- Middle Branch Fitness and Wellness Center at Cherry Hill – Mr. Rogers provided an update on the scope, design and permitting. Additional updates and a request for an additional commitment will be presented during the Strategic Planning Committee Report.

- South Baltimore GO! (Lyft) pilot – Chris Firehock has been engaged to manage the project with technical support from Central Maryland Transportation Alliance (CMTA). The Advisory Committee has been established. A detailed program design proposal is expected to be presented to the Board by the end of the year.
- CDC Operating Support Fund – Awards have been approved for the Cherry Hill Development Corporation (underway) and Southwest Partnership (grant agreement in development). Westport CEDC submitted a revised proposal at the Strategic Planning Committee’s request, and it will be reviewed at the September committee meeting. A proposal was also received from South Creek CDC, which the committee determined did not comply with the grant guidelines.
- Capital Fund (in development) – SBGP is exploring this project as a counterpart to the CDC Operating Support Fund and to support community-driven real estate projects in the District. SBGP is speaking with a CDFI partner about contributing to the fund and an experienced third-party about managing the fund.

Ms. Pitkow reviewed ethics and other Board requirements, and outstanding compliance. The City’s online Financial Disclosure filing site is still being restored as a result of the City ransomware attack, and she will share the Fall ethics training dates when she receives them.

Committee and Officer Reports

Governance and Nominating Committee Report

Mr. Washington and Mr. Rogers reported on the July 31, 2019 committee meeting and presented the recommended Board application and appointment process and accompanying resolution for Board approval.

Mr. Rogers provided some background and an overview of how the SBGP Board is structured and appointed. He noted the recommended process would apply to the 11 “additional” members of the SBGP Board not appointed by elected officials. He also reviewed the recommended Board application and appointment process, accompanying resolution, timeline, and next steps:

- One of the 11 “additional” members would be reserved for a Horseshoe Casino representative appointed by the casino from a leadership position. That member would not be term limited.
- The 10 remaining “additional” members would apply to and be appointed by the SBGP board.
 - To stagger the terms of those members, before the end of 2019, half of the current “additional” members would be reappointed to one-year terms initially (January 1 through December 31, 2020). Those seats would then be open to applicants for two-year terms (January 1, 2021 through December 31, 2022). Also before the end of 2019, the other half of the “additional” seats, including expected vacancies and if necessary randomly selected seats, would be open to applicants for two-year terms (January 1, 2020 through December 31, 2021). Current board members could apply.
 - The application and appointment process would include solicitation and outreach, an application period, and a public comment and committee review period. The committee would then finalize and recommend a proposed slate of members (based on the draft selection criteria, which is at the committee’s discretion to develop), and the slate would be approved by the full SBGP Board before the end of 2019.

Mr. Rogers also reviewed proposals addressing off-cycle Board appointments and ex officio vacancies and noted that the Governance and Nominating Committee will be proposing, for subsequent Board

review and approval, any necessary and appropriate adjustments to the bylaws to reflect the changes outlined in the Board resolution.

The Board discussed the recommended process and resolution in detail. In response to questions about the timeline and review process, Mr. Washington clarified that the committee will review applications and nominate a slate of members for Board approval. The detailed proposed timeline was reviewed, and Mr. Washington noted that part of the reason for tonight's meeting was to allow additional time for this process after Board approval.

The Board voted unanimously to approve the Board application and appointment process and adopt the resolution. Any former LDC members who plan to step down from the Board at the end of the calendar year were asked to let Ms. Johnson know.

Strategic Planning Committee Report

Mr. Rogers reported on the August 6, 2019 committee meeting and provided background and an update on the Middle Branch Fitness and Wellness Center at Cherry Hill. In addition, on behalf of the committee, he recommended the Board adopt the second resolution in support of the Middle Branch Wellness and Fitness Center at Cherry Hill and authorize an additional allocation of \$1.2 million. Mr. Rogers reminded the Board that the first resolution in support of the project included several conditions for a subsequent allocation and reviewed the status of those conditions, which SBGP believes will all be met.

The Board discussed the resolution and project in detail, including the budget, remediation costs, funding, design, and Mayoral support. In response to a question about coordination with the residents across the street from the site, Mr. Rogers agreed to reach out to the community coalition about outreach and communication with those residents.

The Board voted unanimously to adopt the second resolution in support of the Middle Branch Fitness and Wellness Center at Cherry Hill.

Program Committee Report

Mr. Reuter reported that the committee has not met since the last board meeting. He noted the upcoming grant application deadline, discussed technical assistance that has been provided to prospective applicants, and discussed the upcoming grant review process, preparation and timeline. He requested volunteers to help with the grant review, and Ms. Johnson reminded the Board that all members are required to help with one review each year.

Finance Committee Report

Ms. Whitmer reported that the committee has not met since the last board meeting. Ms. Pitkow reviewed the June 2019 financial statements and reports.

Communications Committee Report

Ms. Ally-Dickerson reported that the committee has not met since the last board meeting. Ms. Pitkow and Ms. Ramirez provided communications and outreach updates, including the upcoming grant application deadline and preparation for outreach related to the Board application process.

Secretary's Report

Ms. Pitkow stated that there was no business to report to her knowledge.

Public Comments

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

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:30 pm.

Minutes of the September 18, 2019 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; Debbie Ally-Dickerson; Sandy Brennan, proxy for Aparna Jain; Ethan Cohen, proxy for Colin Tarbert; Veronica Crosby, proxy for Keisha Allen; Jasmine Esteve, proxy for Andy Gervase; Walt Ettinger; Shakira Garcia, proxy for Jackie Grace; Jayne Jenkins, proxy for Michael Tyson; Alvin Lee; Karl Lowe; Rev. Willie Pack, Sr.; Phylcia Porter; Bill Reuter; and Beth Whitmer. SBGP staff members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Amy Bernstein, Communications and Community Grants Manager; Oscar Harrell, Enhanced Services Director; Lauren McDade McLaughlin, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Daniel Vasini, Doug Brooks, and Donna Bridgeman, West 8; Chris Lehman, SB & Company; Kevin D. Hayes, Community Liaison, 11th District; and Chris Firehock.

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

Welcome and Overview

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

Minutes of the August 28, 2019 Board of Directors Meeting

The minutes of the August 28, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Middle Branch Waterfront Plan

Daniel Vasini, Doug Brooks, and Donna Bridgeman from West 8 introduced themselves and the firm and discussed an overview of the Middle Branch Waterfront Plan process.

Report of Independent Public Accountants for the Year Ended June 30, 2019

Mr. Lehman, the audit engagement partner from SB & Company, presented and reviewed the audit results, Financial Statements Together with Report of Independent Public Accountant for the Year Ended June 30, 2019, and required communications. SB & Company issued an unmodified (clean) opinion on the financial statements, did not discover any instances of fraud or material weakness in internal controls, received full cooperation from management, and assessed the control environment to be effective in all areas (the highest rating).

Ms. Whitmer and Mr. Rogers explained a change in how SBGP classifies the assigned and unassigned fund balances. Based on feedback from Mr. Lehman and in accordance with governmental fund accounting (GASB), SBGP made adjustments to its financial statements for the year ended June 30, 2019 to assign/encumber funds that were previously unassigned but intended for specific purposes and budgeted for Community Grants, Enhanced Services, and Transformational Projects in development.

Previously, SBGP only assigned funds for those projects once a contract was executed or following Board approval. As a result of this change, the assigned fund balance has increased and the unassigned fund balance has decreased, more accurately reflecting the amounts SBGP intended to be used for specific purposes.

The Board also met with Mr. Lehman without staff present.

The Board accepted the FY19 audit report.

Executive Director and Staff Reports

Mr. Rogers discussed SBGP reporting, including the annual financial audit, voluntary quarterly reports, and some new State reporting requirements. Starting in FY20, the State of Maryland is requesting annual reports detailing how Local Impact Grants are being spent. In addition, the Senate and House Budget Committees has a requested a one-time report, which will be finalized and submitted after the Board vote on grant awards later in the meeting, and before the October 1, 2019 deadline.

Mr. Rogers provided an update on program evaluation and performance measurement efforts. In accordance with the FY20 budget, SBGP has engaged Success Measures, a consultant and subsidiary of national nonprofit NeighborWorks America, to help plan and implement an evaluation. Mr. Rogers invited Board members to join SBGP staff on the Evaluation Work Group.

Ms. Pitkow reminded the Board that the SBGP Board and certain committees are public bodies and must comply with the Open Meetings Act. She explained that SBGP sought legal guidance and developed a policy to establish formal procedures for consistently complying with the Act. Ms. Pitkow conducted a training on the policy, including staff and Board roles, responsibilities, procedures, and resources.

Mr. Rogers reported that SBGP has finished developing a Safety Plan to establish guidelines and procedures to protect children and others participating in programs funded or operated by SBGP. SBGP worked closely with the Ripken Foundation, the Boys and Girls Club of Seattle, BCRP, and SBGP's insurance broker and legal counsel on the policy over several months and started implementing the policy in September. Mr. Rogers conducted a training on the plan, emphasized the importance of child protection in particular, and showed a video from the Ripken Foundation's Child Protection Training Series. In response to questions from the Board, Mr. Rogers discussed requirements for third party providers, the development of the plan, and liability concerns.

Ms. Pitkow reviewed ethics and other Board requirements, and outstanding compliance. She shared the City's fall 2019 ethics training dates, which were also provided by email to those who need to complete the training.

Committee and Officer Reports

Program Committee

Mr. Reuter and Ms. Asbell reported on the September 13 and September 14, 2019 Program Committee meetings and the grant application review process. On behalf of the committee, Ms. Asbell reported on Community Grants awards to date and presented and reviewed a portfolio of grant awards recommended for Board approval. Of a total of 37 applications requesting \$1,181,942, the Board was

asked to approve awards for 26 grants totaling \$603,930, including 16 small grants totaling \$72,577; six medium grants totaling \$221,353; and four large grants totaling \$310,000.

The recommended portfolio of grant awards (attached) was unanimously approved by the Board.

Mr. Rogers and Ms. Asbell thanked Mr. Reuter, the Program Committee, and the review team for their work. Ms. Bernstein noted improvements in the quality of grant applications and commended the capacity building and other work of SBGP and Ms. Asbell.

Strategic Planning Committee Report

Mr. Ettinger reported on the September 3, 2019 committee meeting and provided an update on the CDC operating support fund. SBGP has awarded two operating support grants to the Cherry Hill Development Corporation and Southwest Partnership (in partnership with Pigtown Main Street), and two additional applications have been reviewed. Following staff and committee review of an application from Westport Community Economic Development Corporation (Westport CEDC), including some back and forth with the applicant, the committee voted to recommend the application for funding. The committee determined that the other application did not meet the eligibility criteria.

Mr. Rogers provided an overview of Westport CEDC and their application for Harbor West Collaborative. He reported that the committee developed a new policy, which applies to Westport CEDC and the other awardees: grantees set their own compensation levels, however, no more than 50 percent of SBGP's funds may go to the salary of any one person in any given year. This policy was based on the assumption that more than one employee is needed for success.

The Board discussed the application, the overall scope and budget, the compensation policy, and the review process as well as the status of the CDC operating support fund. Mr. Rogers reviewed the solicitation process and stated that all applications have been reviewed and all funds will have been awarded if the Westport CEDC award is approved. Mr. Rogers also discussed next steps with the CDC operating support awardees, including quarterly meetings. Staff will update the committee on those meetings and the Board as appropriate. Mr. Cohen suggested coordinating the operating support fund with the City's Community Catalyst Grants Program.

The Board voted to approve a CDC operating support grant to Westport CEDC. Ms. Brennan and Ms. Porter abstained from voting.

Governance and Nominating Committee Report

Mr. Washington reported that the committee has not met since the last Board meeting and provided an update on the Board application, nomination and appointment process. The Board application opened on September 16 and closes on October 16, 2019. Proposed bylaws amendments to effectuate the changes authorized by the resolution approved at the August Board meeting were provided in writing to the full Board and will be voted on at the October Board meeting. A Governance and Nominating Committee meeting is being scheduled for October; Board members were invited and encouraged to volunteer to help with the Board application review process.

Finance Committee Report

Ms. Whitmer reported on the September 9, 2019 committee meeting and audit process. Ms. Pitkow reviewed the July 2019 financial statements and reports.

Communications Committee Report

Ms. Ally-Dickerson reported that the committee has not met since the last Board meeting. Ms. Ramirez reported on website analytics and updates as well as media coverage. Ms. Pitkow reported that SBGP has been conducting outreach related to the Board application process, including attending community association meetings across the District.

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

Mr. Washington reviewed the schedule of upcoming meetings, including board meetings scheduled for the third Wednesday of each month in 2019.

Adjournment

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

Grantee/Project Manager	Project Title	Grant Tier	SBGP Funding Amount
God's Best Family Inc.	The South Baltimore Unity Feast	1/S	\$1,200.00
Federal Hill Preparatory School Parent Teacher Organization Inc. (FHP-PTO)	Meditation, yoga, and holistic programs at Federal Hill Prep.	1/S	\$3,000.00
Lakeland Elementary Middle School	Lakeland Library Renovation Project	1/S	\$3,456.00
UMBC Foundation	Crossing Borders: Community Conversations	1/S	\$4,950.00
My G.I.R.L.S., Inc.	Champions on the Rise!	1/S	\$4,985.00
South Baltimore Partnership (Fusion Partnerships, Inc.)	Senior Engagement Committee	1/S	\$4,986.00
South Baltimore Partnership (Fusion Partnerships, Inc.)	Green Team	1/S	\$5,000.00
Teach For America	Lakeland Elementary/ Middle School Teach For America Second-Year Corps Member Support	1/S	\$5,000.00
Church of the Advent	Community Room Revitalization	1/S	\$5,000.00
Federal Hill South Neighborhood Association	Henry Street Park Community Survey and Study	1/S	\$5,000.00
Leveling the Playing Field	LPF South Baltimore Expansion Project	1/S	\$5,000.00
SCRAP B-More	Community Reuse Craft Nights	1/S	\$5,000.00
Neighbors of Scott Street (Citizens of Pigtown)	1100 Scott Street Block Party	1/S	\$5,000.00
Resident Services Incorporated	Westport Rising Stars	1/S	\$5,000.00
Baltimore Community ToolBank	Community Networking and Inventory Enhancements	1/S	\$5,000.00
Farm Alliance of Baltimore	Farm Alliance of Baltimore Cooking Classes, Nutrition Demonstrations, and Pop-Up Farmstand in Cherry Hill	1/S	\$5,000.00
Small Grants		16	\$72,577.00
Fishes & Loaves Pantry, Inc.	Fishes & Loaves Pantry	2/M	\$18,000.00
Youth Resiliency Institute (Fusion Partnerships, Inc.)	A Dream In Cherry Hill	2/M	\$27,010.00
Maryland Food Bank	Pantry on the Go	2/M	\$27,520.00
Living Classrooms Foundation	School Leadership in Urban Runoff Reduction Project (SLURRP)	2/M	\$49,132.00
Federal Hill Main Street, Inc.	Capacity Building and Promoting the Federal Hill Main Street Brand	2/M	\$49,696.00
Baltimore Community Rowing	Reach High Baltimore: Expanding Capacity for Middle School Rowing Among Communities Adjacent to the Middle Branch	2/M	\$49,995.00
Medium Grants		6	\$221,353.00
Cherry Hill Development Corporation	Patapsco Elementary School	3/L	\$50,000.00
Cherry Hill Eagles Foundation, Inc	Cherry Hill Youth Development	3/L	\$60,000.00
Southwest Baltimore Charter School Inc.	Two Gyms in One: Motorized Divider Wall for the SBCS Gym	3/L	\$100,000.00
Black Yield Institute	Cherry Hill Community Agrihood Project	3/L	\$100,000.00
Large Grants		4	\$310,000.00
TOTAL		26	\$603,930.00

Minutes of the October 16, 2019 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; Sandy Brennan, proxy for Aparna Jain; Ethan Cohen, proxy for Colin Tarbert; Kevin Hayes, proxy for Councilman Eric Costello; Jayne Jenkins, proxy for Michael Tyson; Jill Johnson; Alvin Lee; Karl Lowe; Rev. Willie Pack, Sr.; Bill Reuter; and Beth Whitmer. SBGP staff members in attendance were: Brad Rogers, Executive Director; Oscar Harrell, Enhanced Services Director; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Chris Firehock was also in attendance.

Mr. Washington called the meeting to order at 6:20 pm and presided.

Welcome and Overview

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

Minutes of the September 18, 2019 Board of Directors Meeting

The minutes of the September 18, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Governance and Nominating Committee Report

Ms. Johnson reported that the committee has not met since the last Board meeting. Mr. Rogers and Ms. Pitkow provided an update on the Board application, nomination and appointment process. The application for five new members to begin serving effective January 1, 2020 opened on September 16, 2019 and closed at 5:00 pm today. SBGP received 18 applications. The list of applicants will be posted on the SBGP website for public comments through November 1, 2019. The Governance and Nominating Committee meeting is meeting October 25, 2019 to begin the application review process; Board members were invited and encouraged to volunteer to help.

Mr. Rogers provided background on and reviewed proposed bylaws amendments to effectuate the changes authorized by the resolution approved at the August 28, 2019 Board meeting – the amendments reflect SBGP’s new Board application, nomination and appointment process – and formalize a few additional items (such as naming the Strategic Planning Committee as a standing rather than ad hoc committee). The amendments were provided to the full Board in writing on September 16, 2019 along with notice that they would be considered at tonight’s Board meeting. In response to a question about term renewals, Mr. Rogers confirmed there is no change to the term limits for Board members.

The proposed bylaws amendments were unanimously adopted by the Board and will be submitted to the City Board of Estimates for approval.

Executive Director and Staff Reports

Mr. Harrell provided an update on Enhanced Services and a summary of FY19 and FY20 projects completed and underway. He highlighted several projects, including the Middle Branch Trash Wheel and those with Pigtown Main Street and the South Baltimore Gateway Sports Network.

Mr. Rogers provided an update on Transformational Projects, including the Middle Branch Waterfront Plan and South Baltimore GO! He noted that the City is funding a separate pilot for approximately 100 people to access grocery stores.

Mr. Rogers provided an update on the report to the Senate and House Budget Committees. The report was submitted on September 23, 2019 (before the October 1, 2019 deadline) and highlights SBGP's successful mobilization of resources, equitable distribution of funds, implementation of the South Baltimore Gateway Community Impact District Master Plan, and coordinated approach to education and public safety. Ms. Johnson complemented Mr. Rogers on the report and Mr. Washington asked that the full report be circulated to the full Board. In response to a question, Mr. Rogers stated that he now has regular meetings with Senator Ferguson, and the City will be submitting a separate report to the State by the end of November.

Mr. Rogers provided an update on program evaluation and performance measurement efforts. In accordance with the FY20 budget, SBGP has engaged Success Measures, a consultant and subsidiary of national nonprofit NeighborWorks America, to help plan and implement an evaluation. Mr. Rogers invited Board members to join SBGP staff on the Evaluation Work Group.

Ms. Pitkow reviewed ethics and other Board requirements, and outstanding compliance.

The Board discussed the status of the City appointees to the SBGP Board.

Committee and Officer Reports

Program Committee

Mr. Rogers reported that the committee has not met since the last Board meeting. He also reported on the management of targeted Community Grants by Enhanced Services and Transformational Projects staff as requested by the Program Committee.

Strategic Planning Committee Report

Mr. Rogers reported that the committee has not met since the last Board meeting and noted that he provided an update on Transformational Projects earlier in the meeting.

Finance Committee Report

Ms. Whitmer reported that the committee has not met since the last Board meeting. Ms. Pitkow reviewed the August 2019 financial statements and reports. She also reported that since the FY19 financial audit and statements are now complete and finalized, SBGP staff has been documenting how any funds not expended as of the end of FY19 will be spent moving forward. (The majority of these funds, approximately 97 percent, were assigned/encumbered for projects but not yet expended.) Staff

plans to review this with the Finance Committee and then the full Board at their November 2019 meetings.

Communications Committee Report

Ms. Pitkow and Ms. Ramirez reported that the committee has not met since the last Board meeting and provided a communications update. Ms. Ramirez reported on website and social media analytics and updates as well as media coverage. Ms. Pitkow reported on outreach related to the Board application process and fall youth sports. Ms. Brennan suggested that the bilingual lawn signs promoting the sports leagues in English and Spanish be placed in Pigtown as well as Lakeland in the future. SBGP is working on its first ever "Community Currents" e-newsletter featuring highlights from the past quarter and upcoming items.

Secretary's Report

Mr. Rogers stated that there was no business to report to his knowledge.

Public Comments

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

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including board meetings scheduled for the third Wednesday of each month in 2019. Ms. Pitkow reported that the meeting schedule for calendar year 2020 will be distributed soon.

Adjournment

There being no further business or comments, the meeting was adjourned at 7:20 pm.

Minutes of the November 20, 2019 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; Debbie Ally-Dickerson; Sandy Brennan, proxy for Aparna Jain; Ethan Cohen, proxy for Colin Tarbert; Veronica Crosby, proxy for Keisha Allen; Jasmine Esteve, proxy for Andy Gervase; Walter Ettinger; Shakira Garcia, proxy for Jackie Grace; Kevin Hayes, proxy for Councilman Eric Costello; Michael Tyson; Karl Lowe; Rev. Alvin Gwynn; and Beth Whitmer. SBGP staff members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Amy Bernstein, Community Grants and Communications Manager; Oscar Harrell, Enhanced Services Director; Lauren McDade McLaughlin, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Scott Davis, Office of the Council President; Neil Friedlander; and Jayne Jenkins, proxy for Michael Tyson, who was also in attendance.

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 October 16, 2019 Board of Directors Meeting

The minutes of the October 16, 2019 Board of Directors meeting were presented and unanimously approved by the Board.

Executive Director and Staff Reports

Mr. Rogers provided an update on Transformational Projects, including the South Baltimore GO! pilot and a grocery access rideshare program pilot funded by the LDC. In response to a question about the statuses of other projects, Mr. Rogers stated that design and permitting is underway for the Middle Branch Fitness and Wellness Center at Cherry Hill and that an update on the Middle Branch Waterfront Plan will be provided during the Strategic Planning Committee Report later in the meeting.

Mr. Rogers discussed campaign contributions and involvement in light of the upcoming local elections and that some SBGP Board members are political candidates. As a governmental body, SBGP is prohibited from engaging in electioneering, financially supporting political candidates, or giving the impression that SBGP endorses candidates for public office. As individuals, SBGP Board and staff members have the legal right to support and contribute to political candidates, and legal contributions are not considered gifts under the city Ethics Code. However, SBGP Board and staff members must never accept favorable treatment for SBGP resulting from individuals’ contributions or support, or suggest that favorable treatment from SBGP will result from contributions or support to certain political candidates.

Ms. Pitkow provided an update on program evaluation and performance measurement efforts coordinated by Success Measures to help plan and implement an evaluation. The first evaluation planning work group session was held on November 18, 2019 to begin drafting an outcome map for SBGP's programs and activities. Board members interested in participating in the project or discussing it with Success Measures should contact Ms. Pitkow. Mr. Rogers noted that Success Measures has been complementary of how organized and thoughtful SBGP is and of SBGP's initial measurement and evaluation efforts to date.

Ms. Pitkow reviewed ethics and other Board requirements, and outstanding compliance.

Committee and Officer Reports

Governance and Nominating Committee Report

Mr. Washington reported on the October 25, 2019; November 15, 2019; November 16, 2019; and November 18, 2019 committee meetings and provided an update on the Board application, nomination and appointment process. The application for five new Board members to begin serving effective January 1, 2020 opened on September 16, 2019 and closed on October 16, 2019. SBGP received 18 applications, and the list of applicants was posted on the SBGP website for public comments through November 1, 2019. The application review team completed the review process (Board members were invited and encouraged to volunteer to help). Two of the applications were determined to be ineligible, and the remaining 16 applications were reviewed compared to the established criteria and Board composition requirements. Of the 16 applicants reviewed, eight were selected for interviews (one of which withdrew their application), of which five were nominated for appointment to the SBGP Board and the two remaining were recommended to City public officials for appointment to the SBGP Board. Mr. Washington presented the five nominees to the SBGP Board: Sandy (Davis) Brennan, Veronica Crosby, Quincy Goldsmith, Nancy Mead, and Noah Smock.

The appointments of Sandy (Davis) Brennan, Veronica Crosby, Quincy Goldsmith, Nancy Mead, and Noah Smock effective January 1, 2020 were approved by the Board. Sandy (Davis) Brennan and Veronica Crosby recused themselves from the discussion and vote.

Mr. Rogers thanked the committee and application review team for their work and stated that he was very impressed with the quality and quantity of applicants. Mr. Washington thanked Mr. Rogers and Ms. Pitkow for their work as well. Since SBGP received far more qualified applicants than SBGP has open Board seats, Mr. Washington suggested that any Board members seeking a proxy, contact him, Mr. Rogers, or Ms. Pitkow. The new Board members will be invited to the December 18, 2019 Board meeting social. Volunteers to mentor the new Board members were requested, and Mr. Ettinger volunteered.

Mr. Washington stated that in accordance with the bylaws, the Board shall select from among its members individuals to serve as Vice Chair, Treasurer and Secretary during the final meeting of each calendar year. Ms. Whitmer is interested in continuing to serve as Treasurer. Ms. Johnson and Mr. Gervase, the current Vice Chair and Secretary, respectively, are resigning from the Board effective December 31, 2019. Ms. Porter is interested in serving as Vice Chair, and Ms. Esteve is interested in serving as Secretary if she is appointed to the SBGP Board by a City public official as recommended. No other Board members expressed interest in serving as a Board officer.

The Board unanimously voted to select Ms. Porter and Ms. Whitmer to serve as Vice Chair and Treasurer, respectively. The vote on the Secretary position was tabled until the City appointments are received.

Mr. Washington stated that in accordance with the bylaws, membership of each committee shall be determined by the Board. Committee meetings will continue to be open to all Board members regardless of formal committee membership. The Board discussed best practices related to committee memberships and meetings and agreed to confirm the membership of each committee in January, once the upcoming Board resignations and new Board member appointments are effective.

Strategic Planning Committee Report

Mr. Ettinger reported on the November 5, 2019 committee meeting. There has been great progress on the Middle Branch Waterfront planning project and the Strategic Planning Committee recommends the Board approve a \$1 million allocation for the design and implementation of the plan.

Mr. Rogers reviewed progress to date, including the process and competition to select the design firm (Phase 1) – a Request for Information; review by a committee of stakeholders; design competition and presentations; public comments; jury input; selection of West 8, a world-class design firm, by the Mayor; and the negotiation of a scope and budget. Mr. Rogers also discussed design development (Phase 2) – schematic design for 11 miles of shoreline and complete construction drawings for a first major implementation project – and implementation (Phase 3) – an organized plan and a comprehensive financing strategy. He discussed the Middle Branch project team, timeline overview, management structure during the design phase, a conceptual funding strategy for execution, and preliminary sources and uses and project budget statements, including approved and proposed SBGP allocations.

Mr. Rogers reviewed the Board resolution in support of the Middle Branch Master Plan. Mr. Ettinger noted that the project is in its early stage. If the project is successful, there will be additional requests for allocations of SBGP funding and the project will significantly improve quality of life for residents in the surrounding area.

The Board discussed the project and resolution in detail, including the management structure, timeline, and critical planning to prevent project delays. It was confirmed that the allocation would come from FY20 Transformational Projects funds.

The Board unanimously voted to approve the resolution and authorize a \$1 million allocation of FY20 funds for the design and implementation of the Middle Branch Waterfront plan.

Finance Committee Report

Ms. Whitmer reported on the November 14, 2019 committee meeting and highlighted updates, including the September 2019 financial statements and reports, FY19 rollover, and IT and cyber security. Ms. Pitkow reviewed the September 2019 financial statements and reports.

Mr. Rogers reported that since the FY19 financial audit and statements are now complete and finalized, SBGP and the Finance Committee are requesting Board approval of the proposed rollover and future use of any funds not expended as of the end of FY19:

- Direct program expenses of \$8,930,494 were assigned/encumbered for projects underway (e.g. the Middle Branch Fitness and Wellness Center, a partially complete year-long grant) and in development but not expended as of the end of the fiscal year. Those funds will continue to be spent on projects underway and in development moving forward.
- Indirect program expenses (e.g. staff salaries, capacity building, consulting, printing, catering) were \$234,929 under budget. Of those funds, \$33,339 will continue to be spent on indirect program expenses moving forward and \$201,590 will be spent on direct program expenses moving forward.
- Overhead expenses (e.g. staff salaries, legal, accounting) were \$62,769 under budget. Those funds will be spent on direct program expenses moving forward.

The Board unanimously voted to approve the FY19 rollover plan.

Mr. Rogers reported on IT and cyber security and discussed SBGP's efforts to improve security over the last year, including purchasing crime and cyber security insurance policies, adding an IT component to the FY19 financial audit, interviewing IT services firms and conducting an IT needs assessment, and continuing to strengthen its human infrastructure through better policies and procedures. Unfortunately, SBGP experienced a cyber security issue in the past month and there was a small loss of funds; however, SBGP staff quickly discovered and addressed the issue before it could escalate and is attempting to recover the lost funds. Mr. Rogers did not want to share sensitive information in a public meeting but invited any questions from individual Board members privately. In response to the issue, SBGP is adopting additional security procedures, accelerating the IT needs assessment and exploration of technical solutions, and looking forensically at transactions over the past month to confirm there are no additional, undiscovered issues. Ms. Whitmer stated that she has received a full report on the issue and thanked and commended staff for their work to mitigate the issue and prevent future issues.

Program Committee

Ms. Asbell reported on the October 21, 2019 committee meeting. Mr. Harrell reported on Enhanced Services, and the committee prepared for the upcoming Winter 2020 Community Grants application cycle (cycle 6), which is opening January 2, 2020.

Communications Committee Report

Ms. Ally-Dickerson reported that the committee has not met since the last Board meeting and provided a communications update from Ms. Ramirez, including media coverage about the grocery access pilot and the first ever "Community Currents" e-newsletter featuring highlights from the past quarter and upcoming items. Ms. Ramirez reminded Board members to add hello@sbgpartnership.org to their safe sender list or contact her if they are not receiving SBGP emails sent via MailChimp.

Secretary's Report

Ms. Esteve reported that all meeting documents are being archived and to contact her or Ms. Pitkow with any related questions or requests.

Public Comments

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

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including Board meetings scheduled for the third Wednesday of each month through 2020. The December 18, 2019 Board meeting will primarily be social and the new Board members will be invited.

Ms. Pitkow reminded the Board that the Board and committee meeting schedule for calendar year 2020 was distributed by email along with instructions to subscribe to the shared Google calendars and sign-up for notifications. The meeting dates have also been added to the shared Google calendar.

Adjournment

There being no further business or comments, the meeting was adjourned at 8:00 pm.

Minutes of the December 18, 2019 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 Betamore Classroom and Event Space at City Garage, 101 W. Dickman Street, Baltimore, MD 21230.

Board members in attendance were: Geoffrey Washington, Chair; Keisha Allen; Sandy Brennan, proxy for Aparna Jain; Scott Davis, proxy for Council President Brandon Scott; Walter Ettinger; Jayne Jenkins, proxy for Michael Tyson; Jill Johnson; Karl Lowe; and Bill Reuter. SBGP staff members in attendance were: Brad Rogers, Executive Director; Acacia Asbell, Community Grants Director; Amy Bernstein, Community Grants and Communications Manager; Oscar Harrell, Enhanced Services Director; Lauren McDade McLaughlin, Operations Manager; Erica Z. Pitkow, Operations Director (recording minutes); and Marissa Ramirez, Communications and Outreach Specialist. Others in attendance were: Veronica Crosby, proxy for Keisha Allen, who was also in attendance; Chris Firehock, consultant to SBGP; Quincy Goldsmith, incoming Board member; and Ceola Tabron.

Mr. Washington called the meeting to order at 6:30 pm and presided. A quorum was not present.

Welcome and Overview

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

Board members introduced themselves and welcomed incoming Board member Quincy Goldsmith.

Executive Director’s and Staff’s Year-end Review

Staff members introduced themselves, discussed their areas of responsibility, and presented highlights and accomplishments from their work over the last year. Mr. Harrell discussed Enhanced Services, Ms. Asbell presented on Community Grants, Ms. McDade McLaughlin and Ms. Pitkow discussed operations, Ms. Bernstein and Ms. Ramirez presented on communications and outreach, Ms. Bernstein discussed capacity building and technical support, and Mr. Rogers presented on Transformational Projects.

Mr. Rogers thanked Mr. Washington, the committee chairs, the rest of the Board, and the staff for their service and dedication over the last year.

Finance Committee Report

Ms. Pitkow noted that the October 2019 financial statements and reports were provided by email.

Public Comments

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

Other Business

Mr. Washington reviewed the schedule of upcoming meetings, including Board meetings scheduled for the third Wednesday of each month in 2020. Ms. Pitkow reminded the Board that the Board and

committee meeting schedule for calendar year 2020 was distributed by email along with instructions to subscribe to the shared Google calendars and sign-up for notifications. The meeting dates have also been added to the shared Google calendar.

Adjournment

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