

Highland Park Community Council Board Meeting
February 7, 2019
Union Project

In attendance:

Betsy Rogerson
Karin Manovich
Mac Lynch
Monica Watt
Stephanie Walsh
Sam Albano
Christine Adams
Glen Schultz
Janine Jelks-Seale (guest)

Absent:

Justin Sandherr
Dave Atkinson
Mary Beth Green
Paul Miller
Dave Grasso

Proceedings:

Call to Order:

The meeting was called to order at 7:11 PM.

Membership.....Stephanie Walsh

Stephanie consulted with Todd Shirley about the membership software programs that were evaluated last year and confirmed the earlier decision to purchase the Neon system. The contract was signed for a basic one-year package with options to get expanded services at a later date. There will be two hours of data migration and two hours of training to configure the system. The cost is \$50/month for 11 months plus \$150/hour for support services.

Finance Committee.....Glen Schultz/Mac Lynch

Paul, Mac, and Glen met with our Key Bank investment advisor James Bish and reviewed allocation changes and revised investment policy proposal. It was recommended that the board finalize and approve the investment policy and come up with a number for him. He will then produce a proposal to include the addition of a secondary goal and adjusted allocation ranges.

The investment strategy was discussed, and it was decided to conduct the full board email vote on the attached revisions (in red).

If suggestions are approved, the next step is to decide how much money we would like to have invested out of our total amount (roughly \$80,000, currently split between cash and investments) Future discussions should also include setting up an annual withdrawal of a certain amount from the investments to go towards the community.

SWOT Analysis.....Janine Jelks-Seale/Glen Schultz/Stephanie Walsh.

The working group of Justin, Janine, Glen, and Stephanie developed lists of strengths, weaknesses, opportunities, and threats to Highland Park. Board members voted with weighted stickers to identify priority issues. Results will be tallied and compiled for review at the next board meeting.

The meeting was adjourned at 8:35 PM.

The next board meeting is scheduled for March 7, 2019 at 7:00 PM at Union Project.

Proposed Revisions 11.5.2018

Revised March 2, 2017

November 6, 2014

THE HIGHLAND PARK COMMUNITY COUNCIL, Pittsburgh, Pennsylvania

INVESTMENT POLICY

I. PURPOSE OF INVESTMENT POLICY

The purpose of this Investment Policy is to provide a clear statement of the Highland Park Community Council (HPCC) investment objective, to define the responsibilities of the Board as defined in the HPCC Bylaws in managing the Organization's investments, and to identify or provide target asset allocations, permissible investments and diversification requirements.

II. INVESTMENT OBJECTIVE

The overall investment objective of the HPCC is to ~~offset inflation~~ while maintaining liquidity to increase the return on invested assets while considering the ethical consequences and minimizing the risk and expenses. This should be done through prudent investing and planning, as well as through the maintenance of a diversified portfolio.

The primary investment objective of the HPCC is to preserve capital with a secondary goal of long-term appreciation of the assets through both the production of income and growth of the underlying investments. This should be accomplished through prudent investing and planning, as well as through the maintenance of a diversified and liquid portfolio.

III. GENERAL PROVISIONS

- A. All transactions shall be for the sole benefit of the HPCC.
- B. The HPCC shall consider updating the Organization's investment policy on an annual basis.
- C. The HPCC Officers shall conduct a semi-annual review of the Organization's investment assets to verify the existence and marketability of the underlying assets and report these findings to the HPCC Board.
- D. A separate checking account/money market account/FDIC insured account for the organization's expenses will be maintained outside of these investments to keep cash available for approved distributions, tax obligations and other anticipated expenses.
- E. Any investment that is not expressly permitted under this Policy must be formally reviewed by the Officers and approved by the HPCC Board.
- F. The HPCC Board will operate the Organization's investment program in compliance with the HPCC Bylaws and all applicable state, federal and local laws and regulations concerning management of investment assets.

G. The Super Playground maintenance fund, a restricted fund established prior to the creation of the HPCC Investment Policy and solely to support the maintenance of the Super Playground, shall not be subject to this investment policy.

IV. DELEGATION OF RESPONSIBILITY

A. The Board of the HPCC has the responsibility for the investment and management of the Organization's investment assets, including approving the transfer of funds.

B. The HPCC Board will consult with outside experts on investments.

C. The HPCC Board may also establish an advisory committee to provide investment advice.

V. RESPONSIBILITIES OF THE BOARD

A. The Board is charged with the responsibility of managing the investment assets of the Organization including:

1. Determining the HPCC's risk tolerance and investment horizon and communicating these to the appropriate parties.

2. Establishing reasonable and consistent investment objectives, policy guidelines and allocations which will direct the investment of the assets, to be reviewed by the HPCC Board of Directors on an as needed basis.

VI. GENERAL INVESTMENT GUIDELINES

A. The HPCC has Section 501(c)(3) status with the Internal Revenue Code. The tax-exempt status should be taken into consideration when making Organization investments.

B. Transactions shall be executed at reasonable cost, taking into consideration prevailing market conditions.

C. Permitted investments include: Cash and cash equivalents, marketable securities including equities and fixed income securities.

D. No individual fixed income security shall have an equivalent credit quality below investment grade at the time of purchase. Mutual funds containing below credit quality instruments/investments are permitted.

E. The following transactions are prohibited: Purchase of non-negotiable securities, derivatives, individual high-risk or junk bonds, private placements, precious metals, commodities, short sales, any margin transactions, straddles, warrants, options, life insurance contracts, leverage or letter stock.

VII. DIVERSIFICATION

- A. The HPCC will maintain a reasonable diversification of investment assets between asset classes and investment categories at all times.
- B. Reasonable sector allocations and diversification shall be maintained. No more than 50% of the entire portfolio may be invested in the securities of any one sector.
- C. Investments within the investment portfolio should be readily marketable.
- D. The investment portfolio should not be a blind pool; each investment must be available for review.

VIII. ASSET ALLOCATION

- A. The asset allocation policy shall be predicated on the following factors:
 - 1. Performance of capital markets.
 - 2. The perception of future economic conditions.
 - 3. Liquidity requirements.
 - 4. The relationship between the current and projected assets of the HPCC and projected liabilities.

IX. ALLOCATION RANGE

Asset Allocation Range	Target	Range
A. Equities Fixed Income: Domestic and International	60%	40-80% +/- 10%
Equities: Domestic Large Cap	20%	15-35% 10-30%
Equities: Domestic Small/Mid Cap	10%	5-15% 10-20%
Equities: International	10%	5-15% 10-20%
B. Fixed Income This could include a sleeve of Alternative or other income producing investments up to 5% weighting of the total asset pool. Any investments of this nature would require full approval by the Finance Committee prior to the allocation.	40%	+/- 10%

- C. Rebalancing shall be done on a semi-annual basis or more frequently if deemed necessary.

X. PERFORMANCE

- A. Performance shall be evaluated on a three to five year basis to allow for market fluctuations and volatility.

Approved by the HPCC Board on: ~~March 2, 2017~~