



**Highland Park Community Council Board Meeting**  
September 5, 2019

**In Attendance:**

Stephanie Walsh  
Karin Manovich  
Glen Schultz  
Howard Degenholtz  
Mac Lynch  
Justin Sandherr  
Judy Beck

**Absent:**

Betsy Rogerson  
Chris Worley  
Paul Miller  
Dave Grasso  
Sam Albano  
Jim Holtzman

**\*It is of note that a quorum of six (6) required Board members were present for voting on all motions made at this meeting.**

**Proceedings:**

**Call to Order**

- The meeting was called to order by Board President, Stephanie Walsh at 7:08 P.M.

**Updates to the last Board meeting were reviewed by the President**

- Investment Policy: We are still waiting to hear from our Key Bank representative regarding a proposal. This remains on hold.
- Organizational Growth and Evolution: Organizational housekeeping needs to happen ex. bylaw update, financial systems, membership database, prior to focusing on capacity growth. This would include committee structural changes, volunteer recruitment for specific roles and general events.

**New Business:**

**1. The Board Treasurer Paul Miller has submitted his resignation.**

- **Motion: To appoint Howard Degenholtz to be the new HPCC Board Treasurer.**
  - Motion made by Judy Beck and seconded by Justin Sandherr. Motion passed unanimously.
- The past Treasurer, Paul Miller will begin to hand off all information and documents



to our new Treasurer over the next few weeks.

## 2. By Law Changes:

A copy of the updated bylaws has been attached to these minutes for reference and review.

### a. **Created and added a new ARTICLE III, INCLUSIVITY**

- In order to be recognized as an organization, we learned that the City of Pittsburgh requires an Inclusivity statement in our bylaws.
- **Motion: To add an Inclusivity statement as Article III of the bylaws.**
  - Motion made by Mac Lynch and seconded by Howard Degenholtz. Motion passed unanimously.

### b. **ARTICLE IV. BOARD OF DIRECTORS**

- Renumber article.
- **Section 4:** Adds language to the provisions for removal of a board member to make the provision more clear and consistent and changes notice from 10 days to 5.
- **Motion: To renumber Article and to change time frame from ten to five days.**
  - Motion made by Howard Degenholtz and seconded by Mac Lynch. Motion passed unanimously.

### c. **ARTICLE V, OFFICERS**

- Renumber article.
- Adds a new **Section 6** clarifying that in addition to the duties outlined in Article V, officers are also responsible for any additional duties outlined in the bylaws.



- Adds a new **Section 7** creating mechanisms for a Board Officer to resign or be terminated by vote of the board.
  - Renumbers the remaining sections of the Article.
  - **Motion: To clarify language, add an additional section regarding Board resignations/terminations, and to renumber Article sections.**
    - Motion made by Judy Beck and seconded by Justin Sandherr. Motion passed unanimously.
- d. **ARTICLE VI, COMMITTEES**
- Renumber article
  - **Section 5:** Allows the Finance Committee to include other individuals designated by the Board.
  - **Motion: To add language allowing the Finance Committee to include other Board designees and renumber the Article.**
    - Motion made by Justin Sandherr and seconded by Mac Lynch. Motion passed unanimously.
- e. **ARTICLE VII, MEETINGS**
- Renumber article.
  - **Section 2:** fixes typo.
  - **Motion: To add “of” to statement and renumber the article.**
    - Motion made by Justin Sandherr and seconded by Mac Lynch. Motion passed unanimously.
- f. **Technical changes**
- **Motion: To appropriately renumber all Articles to accurately reflect the additions and changes adopted.**
    - Motion made by Mac Lynch and seconded by Judy Beck. Motion passed unanimously.
- g. **ARTICLE X, FINANCE AND ACCOUNTING**
- Renumber article



- **Section 1:** Requires the Treasurer to maintain detailed, accurate books using a reasonable accounting method.
- **Section 2:** Requires the Finance Committee Chair or their designee to conduct an account reconciliation of the Treasurer's financial records and bookkeeping every six months; half way through the fiscal year and at the end of the fiscal year.
- **Section 3:** Specifies who will be listed as responsible individuals/account signers on HPCC bank accounts, and that it takes the signature of two account signers to make withdrawals and transfers in excess of \$250, and for closures or other major actions or changes.
- **Motion: To remove the names of Paul Miller, Glenn Schultz, and Monica Watt as account signers from the Key Bank account HRW-209682 and to replace with Stephanie Walsh, Howard Degenholtz, and Karin Manovich.**
  - Motion made by Karin Manovich and seconded by Howard Degenholtz. Motion passed unanimously.
- **Motion: To require the signature of two account signers to make withdrawals and transfers in excess of \$250, and for closures or other major actions or changes, for Key Bank account HRW-209682.**
  - Motion made by Karin Manovich and seconded by Howard Degenholtz. Motion passed unanimously.
- **Motion: To remove Paul Miller, Glenn Schultz, and Jake Pawlak as account signers from the Key Bank account # THY-038955 and add Stephanie Walsh, Howard Degenholtz, and Karin Manovich.**
  - Motion made by Karin Manovich and seconded by Justin Sandherr. Motion passed unanimously.
- **Motion: To require the signature of two account signers to make withdrawals and transfers in excess of \$250, and for closures or other major actions or changes, for Key Bank account # THY-038955.**
  - Motion made by Karin Manovich and seconded by Justin Sandherr. Motion passed unanimously.



### 3. Highland Park Garden Club

The Board was joined by three members of the Highland Park Garden Club: Susan Ryan, President, Jamie Contis, Vice President, and Nancy Schultz. The Garden Club has agreed to doing a Highland Park Garden Tour on July 12, 2020. The Garden Club will organize, staff and coordinate the event. They are asking the HPCC for financial and technical assistance with marketing the event. They would also need equipment (such as tables, chairs), assistance with marketing, etc.

The Garden Club also reported out on the Bryant Street “vacant plots” progress. They have done investigation and research. The soil itself is unviable and would need to be replaced or covered over. This would all involve a financial investment and labor. There is a further question regarding ongoing maintenance.

Several suggestions were offered. The Garden Club has agreed to be a consulting partner in the Bryant Street plot plan going forward.

#### **Meeting Adjournment:**

- **Motion to adjourn made by Stephanie Walsh and seconded by Judy Beck. Motion passed unanimously.**
- Meeting ended at 9:05 P.M.