Allegheny Regional Asset District
Board of Director’s Meeting & Public Hearing
3 PM - February 25, 2016
Gold Room, Allegheny County Courthouse
Pittsburgh, PA

The Board of Directors met at 3:00 PM on Thursday, February 25, 2016 in the Gold Room of the Allegheny County Courthouse in Pittsburgh. Present were Board members: Chair, Ms. Dusty Kirk, Mr. Daniel Griffin, Ms. Jackie Dixon, Ms. Sylvia Fields, Mr. Don Linzer and Dr. Daniel Rosen. Chief Counsel Mr. James Norris, Executive Director Mr. Rich Hudic, staff and members of the public were also present. Notice of the meeting was published in accordance with the Act and By-laws and the agenda was posted on the District website.

Public Comment/Hearing Period

The Chair opened the meeting for public comment and indicated that this would serve as a public hearing as a project grant award would be proposed. No one registered to speak.

Minutes

The first item on the agenda was consideration of the minutes of the meetings of November 23, 2015 and December 15, 2015. As there were no additions/corrections, Ms. Dixon moved approval with Mr. Griffin seconding. The motion was unanimously approved.

Treasurer’s Report

Ms. Fields submitted the following report:

Board Members:

Sales tax revenue through February is $18.3 million or 12% above the same time last year. The two months of tax received represent sales that took place in November and December 2015. February is typically our highest month. State sales tax revenue for January and February is up 4% compared to 2015.

Through February, grant payments of $13 million have been made primarily to the contractual assets along with a few capital grant payments. In March, the first quarterly payments to larger assets will be released. District staff is currently processing about 100 grant agreements needed to implement the 2016 budget and is also reviewing 2015 close out reports.

The District’s independent audit is in process. Field work was completed in January and we expect a report in early March. The Audit Committee will be convened to review the report with the auditor and will then report to the full board.

The Executive Director and I would be pleased to respond to any questions on this report.
The Chair directed that the report be received and filed.

**Project Review Committee**

The Chair called on Dr. Rosen to present the report of the Project Review Committee.

Board Members:

The Committee met to review Special Project applications received since our last meeting. Based on that review, we are advancing one grant at this time.

A connection grant in the amount of $333,333 to the Pittsburgh Cultural Trust. The Pittsburgh Cultural Trust and the African American Cultural Center have developed a new collaborative effort to manage and enhance programming at the August Wilson Center. The Pittsburgh Cultural Trust with its theater management expertise is able to provide building management services. The Trust is providing scheduling and booking of events, marketing, ticket sales and event support. They will also provide financial services. The four year agreement provides a cost savings to the newly formed African American Cultural Center. In addition, The Trust will manage a waiver program or rent subsidy program for African American organizations using the facility.

The total revenue in 2016 is $1.87 million with most of the funding committed by or pending with foundations. Expenses include marketing, programming, building operations and staff costs.

The Committee found that this grant request meets the criteria established for the program.

If this grant is approved, it would be funded from the balance of $145,150 from the 2015 project grant allocation and $188,183 from the 2016 budget.

In addition, the Committee discussed some changes to the guidelines to ensure that the District receives applications that maximize efficiencies and reduce costs.

Submitted by

Project Review Committee
Dusty Kirk, Sylvia Fields and Danny Rosen

Ms. Dixon commended the Pittsburgh Cultural Trust for its work with the African American Cultural Center. Mr. Griffin concurred and noted that before any grants from the District were provided the Cultural Trust helped the Center with financial and other services. He also said the District takes this request very seriously as it is tax money. He further noted that we want the Center to succeed and for the Cultural Trust to be involved.
Mr. Griffin moved approval of the grant, seconded by Mr. Linzer and it was approved unanimously.

**Data Task Force**

The Chair called on Mr. Linzer to present the report of the Data Task Force.

**Board Members:**

At the Board retreat, the Data Task Force was created and charged with reviewing the application summaries that Board members receive each year for our annual asset hearings, in order to improve their content and presentation in meaningful ways.

In its current form, the summaries draw narrative information from RAD’s online application system and from the financial information that applicants submit to DataArts (formerly the Cultural Data Project). Problem areas identified at the retreat included: best ways to present the most telling financial indicators “at a glance”; universal definitions; freshness of financials; use of charts and graphs; best practices from other funders; and asset training.

The Task Force met in late January to discuss these concerns and to review examples from other funders. Staff was asked to create alternative summaries reflecting recommendations from this meeting, and that is under way. We expect to have a revised summary in early March.

Submitted by

Data Task Force
Sylvia Fields, Don Linzer and Tony Ross

In response to questions from Ms. Kirk, Mr. Linzer said that there would be one more meeting with staff to review modifications to the report and that it would not change the way assets submit information to the District.

**2016 Board Reorganization**

The Chair advised that the Board would now hold elections for officers for the coming year. Following is a recap of the actions taken:

<table>
<thead>
<tr>
<th>Office</th>
<th>Nominee</th>
<th>Nominated By</th>
<th>Vote Tabulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Dusty Kirk</td>
<td>Dan Griffin</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Vice chair</td>
<td>Dan Griffin</td>
<td>Dan Rosen</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Sylvia Fields</td>
<td>Don Linzer</td>
<td>Unanimous</td>
</tr>
</tbody>
</table>
Ms. Kirk noted that often we have an Assistant Secretary/Treasurer and nominated Mr. Hudic. It passed unanimously.

Appointment of Committees

Ms. Kirk made the following Board committee appointments and all were unanimously approved by the Board:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocations</td>
<td>Jackie Dixon, Dan Griffin, Don Linzer</td>
</tr>
<tr>
<td>Library</td>
<td>Sylvia Fields, Dusty Kirk, Dan Rosen</td>
</tr>
<tr>
<td>Audit</td>
<td>Jackie Dixon, Don Linzer, Tony Ross</td>
</tr>
<tr>
<td>Project Review</td>
<td>Dusty Kirk, Dan Rosen, Tony Ross</td>
</tr>
</tbody>
</table>

Ms. Kirk appointed Mr. Griffin as the advisory board liaison.

Report of the Executive Director

Mr. Hudic reported that the office move is on schedule. In order to finance this move, he requested an additional $15,000 from administrative reserves to be added to the office relocation line item for unanticipated expenses such as furniture and IT services. There is $229,000 in reserves. In response to a question, Mr. Hudic said the administrative budget original allocation for the move was $20,000. Mr. Griffin moved approval of the request, Ms. Fields seconded and it was approved unanimously.

Mr. Hudic outlined the 7th Member appointment process as the term of Dr. Danny Rosen’s expires on June 30, 2016. Pursuant to provisions in the statute, the District will solicit nominations for the 7th member or at large board seat from regional economic and community development organizations. Information will also be issued to the press and in District publications.

Mr. Hudic said staff is working on setting up the annual meeting with Citizen’s Advisory Board in April.

Old/New Business

The Chair advised that the engagement of Chief Counsel James Norris ends on May 31, 2016 and she has directed Mr. Hudic to obtain a proposal from Mr. Norris to continue serving in that capacity. We will share this proposal with the board for action at the next meeting.

Adjournment

The meeting was adjourned at 3:35 PM.