



Highland Park Community Council

Board of Directors Meeting Minutes

January 8, 2026

Recorded and Submitted by Sabrina Culyba, Secretary

January 8, 2026

Attendance:

- **Present:** Beth Hutton, Laura Farra Myers, Jason Griess, Kelly Vitti, Jack Brice, Sabrina Culyba
- **Voting in Absentia via proxy:** Howard Degenholtz
- **Absent:** Stephanie Walsh, Elisa Lucke Jones, Annie Bontempo, Amanda Crossland, Mac Lynch

Covered Agenda:

- [Jason Baby Leave Coverage Plan](#)
 - Kiddo due January 16th but could come any day.
 - Elisa will be covering January & February community meeting
- **Key Investment Services Proposal**
 - See full text below in Appendix
 - Background and proposal submitted by Howard
 - Brief discussion
 - Proposal Vote Motioned and Seconded: Jason, Laura
 - Votes: 7 aye votes and 5 absentias, Motion Passes (includes one vote by Proxy)
- [HPCC Calendar Review](#)
 - Community Meeting Agendas (Jason/Elisa)
 - January: Union Project, FWD phase 1 presentation
 - February: City Forestry HP Orchard, FWD, SOS, New Mayor admin liaison intro?
 - Upcoming Kids Committee Activities? (Laurie/Elisa)
 - No report available
 - Wine Tasting Planning + Timeline (Jack?)
 - Revive the planning group from last year
 - Elisa, Howard, Jack, Beth, Randy- Kelly also interested
 - Potential Dates: April 10th, April 17th,
 - Planning committee will meet and propose budget for next Board meeting
 - Welcome new neighbors event @ parklet
 - New neighbors and new members come.
 - If they join, we give them a bag
 - Maybe pair with the spring cleanup
 - Target April or early May?
 - Parklet Concerts

- Jack wants to plan acoustic concerts at parklet for summer or fall
- Hullabaloo:
 - Shelter reserved for Sept. 17th (\$347)
- **Committee Updates**
 - Parklet
 - FWD Studio Next Steps (Sabrina)
 - Electric hookup in park
 - Requires a “permanent structure” (exact requirements tbd)
 - Cleaning/Maintenance (Kelly)
 - Idea to have a “welcome to the neighborhood” event - invite folks to come get their bag and meet other neighbors (“Welcome Wagon”) in May
 - Parks
 - Pittsburgh Water Charrettes (Stephanie)
 - Jason to text Stephanie to ask about this.
 - Heths’ Run
 - Movement happening, meetings happening
 - Comms (Beth)
 - Promoting January, Feb, March meeting
 - New Newsletter Cadence (Sabrina/Jason)
 - 8 page newsletter twice a year
 - Late Feb/Early September
 - Bryant St.
 - Next Business Meeting? Can we start talking to them about the Bryant St. Festival? (Amanda)
 - Banners Update (Sabrina)
 - Finance Committee
 - Need updated sense of where 80 for 80 fundraising is
- NeonOne Update (Jason)
 - Subscription cost increasing to keep access to events and gain access to volunteers module
 - Neon will provide us with several group training seminars
- RCO Recertification (Jason)
 - Due by January 30th - Jason is taking it on and will let us know when it’s complete
- Adjournment
 - Next Board Meeting: March 5th, 2026

Appendix

Key Bank/Bylaws Issue Background:

The HPCC has an investment account with Key Investment Services opened on 3/17/2017 (account #THY038955). The HPCC is in the process of opening a new account. Paperwork was signed on 12/30/2025 (account #THY545264), however the account has not been formally opened. Upon review by the legal department at Key Investment Services, it was noted that these accounts require that persons with signing authority can act independently. However, the HPCC bylaws require signatures from two officers for any expenditure over \$250. To resolve

this conflict, Key Investment Services has asked that the board formally approve a waiver to this requirement for the purposes of accessing these accounts. Technically, this only applies to the new account since the old account was created prior to the enactment of the rule in question. However, I believe we should memorialize this waiver with regard to both accounts.

The change to the bylaws was in response to a perceived need for internal controls. However, the problem with this requirement has been noted in the past - electronic banking, paypal, square, and so on do not have the capacity to require 'dual approval'. Since having 'two signatures' is not practical, our practice has therefore been to have board meeting minutes or email approval by 2 out of 3 officers for any payment over \$250, with some flexibility for spending that is already approved in a budget category.

In general, this has worked fine and we have operated with consensus and transparency. If the proposed waiver is approved, we will continue our practice of requiring board and officer approval for expenditures over \$250. In the long term, we should probably revise the bylaws to match our practice and generate better records of these decisions. In the immediate term, we need to address the concern raised by Key Investment Services.

Proposal:

Shall the board approve waiving the requirement of having two signatures to execute transactions related to the two investment accounts held by Key Investment Services (THY038955 and THY545264)? This waiver applies to account creation, funding, withdrawals or any other change for the life of the accounts. All transactions (e.g., withdrawals, funding, or any other change) shall require board approval, but may be executed by any officer with signing authority (President, Vice President, Treasurer).

Recommendation:

I strongly recommend approving this proposal, and asked Jason to vote by proxy for me. If the proposal carries, please enter the vote and the text of the proposal into the minutes so I can provide it to our banker.

Thank you all for your continued assistance in this process.

Sincerely,
Howard Degenholtz,
Treasurer HPCC