

Fountain City Difference Project, Inc
Board of Directors Meeting Minutes
March 19, 2022
12:30 p.m.
Iron Bank Coffee Columbus, GA 31907

Directors present: Jazsmaine Dixon (Executive Director- ED), Pierre Heard (Community Outreach Director-COD), Deionka Dixon (Financial Operations Director- FOD)

Directors not present: Jacobe Love (Mass Media Director- MMD)

I. Call to Order

Jazsmaine Dixon, ED, called the meeting to order at 12:42 p.m. and welcomed everyone to the meeting.

Prior to the beginning of the meeting, the ED wanted to review a prior BOD discussion. At the discussion, she brought up the decision to hire an Executive Assistant who would report directly to the ED. The candidates were Danielle Gaskins and Vena Vaughn.

After much discussion, it was decided to make Danielle the Executive assistant and Vena would be a resource guide with her years of experience in the field of Non-Profits. Pierre Heard made the motion to approve, Jacobe Love 2nd motion. Motion approved by committee.

II. Agenda

Jazsmaine Dixon began the meeting with assigning duties to the Directors.

- a. COD – Volunteers, Venues, and Vendors
- b. MMD- Social Media, Equipment, & Advertising
- c. FOD- Financials, Budget, Fundraising, Donors
- d. ED- Security, Donors, Donations, Equipment, Vendors

III. COD – Volunteers, Venues, and Vendors

a. Volunteers

- Approx. 50 needed for Splash Jam Event. They would be needed for the following, but not limited to: Cleaning & Setting up, Checkpoints, Parking, etc.
- Possible places to obtain volunteers: Big Brother Big Sister program, Schools, Churches, etc.

b. Vendor Sourcing w/ MMD

- Vendors for donating time, services, or supplies
 1. Trash Can donations-
 - a. ED thought it would be good to reach out to the City of Columbus to see if they could donate some trash cans.
 2. Cure Violence Columbus
 3. Domestic Violence Round Table & Workshop (20 min Intervals)
 4. Sheriff's Office & Columbus Police Department
 - a. ED stated we might to locate another contact for, since the one she had been working with has given no response to her inquiries.
 5. Food Trucks-
 - a. FOD brought up the Food Truck Festival that is to be held on March 26, 2022 for an opportunity browse and view the layout and get contact information for potential vendors.
 6. Local Restaurants
 7. Local Grocery Stores

c. Venue Procurement

- Finding a location to have Splash Jam 2023. Possible places include but not limited to:
 1. Shirley Winston

2. Phenix City Facility Rentals
 3. Public Recreation Center or Park
 - a. FOD suggested Woodruff Farm Park on Woodruff Farm Rd, Columbus, Ga 31907
 4. Columbus Naval Museum
 5. Churches & Schools
- IV. MMD- Social Media, Equipment, & Advertising**
- a. Equipment**
 - Chairs & Tables
 - Media Equipment (Speakers, Mics, Sound System, Music, etc.)
 - Barriers or Cones for Parking
 - b. Advertising**
 - Commercials & Radio
 - Social Media Posts
 - Flyers
 - Videos
- V. FOD- Financials, Budget, Fundraising, Donors**
- a. Fundraising & Donors**
 - Sourcing & Obtaining information for potential Donors
 - Mailing out information packets to potential donors
 - Creating Sponsorship Package
 - Thank you cards
 - Donor Event planning
 - b. Budget**
 - Creating Financials & Official Budget
 1. FOD brought up the possibility of purchasing accounting software for Non-Profit to help with keeping track of Donors, Donations, Acknowledgements & Receipts, etc. Currently in discussion with ED.
 - 2.
- VI. ED- Security, Donors, Donations, Equipment, Vendors**
- a. Fundraising**
 - Contacting Donors
 - Sourcing Leads
 - Google Ad Grant
 1. ED stated that the Fountain City Difference Project currently has a \$10,000 Google Ad grant and she is currently in works with Google to see how to properly utilize these funds.
 - b. Donations**
 - Items for raffle
 - Gifts- In – Kind (i.e. water guns, washable paint, ticket rolls, etc.)
 - c. Vendors**
 - Participation Requirements
 - Other organizations
 1. COD brought up the idea to attend Market Saturdays in Columbus, Ga to see how things are structured and possibly look into setting up a table there to advertise FCDP to people, provide them with information and set up some games.
 - d. Security**
 - Private security Company
 - e. Equipment**
 - Inflatable
 - Dunk tank
 - Foam Pit
 - Water Truck

VII. Splash Jam 2023

a. Zone 0 – Parking aka O’ Snap you’re here!

1. Guest will enter one way and exit another with the placement of barriers/cones to minimize bottleneck or traffic and maximize safety
2. Volunteers & Muscogee County Sheriff’s Office (MCSO) will be placed in multiple stations to guide guests to checkpoints

b. Zone A

- **Check Point aka Appreciate you being here!**

1. Table set up to direct guest to workshops
 - a. ED brought up the idea of having a waiting area for off-hour guest. Still in discussion.

- **Workshops**

1. Cure Violence Columbus & Domestic RoundTable
 - a. Domestic Violence education (30-minute sessions)
2. MCSO
 - a. Gun Safety (30-minute sessions)
3. 9 Round Fitness & MCSO
 - a. Self Defense Training (30-minute sessions)

c. Zone B

- **WaterTopia aka Bring you’re a game!**

1. Water Slides
2. Obstacle Course
3. Foam Pit
4. Water Gun/Balloon set up
 - a. Games
 - i. Races
 - ii. Shoots & Splatters
 - iii. Battles
 - iv. Capture the Flag
5. Water Trucks

d. Zone C

- **Main Event aka Central Tower!**

1. Stage
2. Face Painting
3. DJ

e. Zone D

- **Foodie aka Down the Hatch!**

1. Food Trucks
2. Vendors
 - a. Local colleges & Businesses

VIII. Items for donation

- a. ED provided a list of items that could possibly be donated for the Splash Jam event and included a list of contact information for potential prospects.

Those items include:

- Tables & Chairs
- Speakers & Mics
- Water Guns
- Inflatables
- Parking Cones or Barriers

IX. Closing Remarks

a. Location change

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- ED expressed that she would secure an inside room or venue for our next meeting. Due to the location of Iron bank and the time, the meeting ended up being held outside where there were many distractions and noises.

b. Work Emails

- ED stated she would have our work emails created by the end of the day Sunday March 20, 2022. We will also be put in contact with Danielle through emails as well.

c. Assignments due for next meeting

- ED expressed the importance of putting in at least 2-4 hours a week and assigned duties and to have made visible progress on said duties by the next meeting.
- FOD has announced that she will not be present at the next meeting but will send her assignments to ED

d. Next Meetings

- Meetings are to be held every 3rd Saturday of the month every month at 12:30 p.m. until June 2023.
- Next meeting schedule
 1. April 16th, 2022- Midtown Coffee House 1342 13th St Columbus, GA
 2. May 21st, 2022- Fountain City Coffee 1007 Broadway Columbus, GA
 3. June 18th, 2022- Harvest Coffee 2910 2nd Ave Columbus, GA

X. Adjournment

Jazsmaine Dixon thanked everyone for their attendance and adjourned the meeting at 1:56 p.m.