

SNCTF COMMITTEE Meeting

December 7th, 2022

Zoom Meeting

Recorded By: PM, Sheronde Glover

The meeting was called to order at 6:07PM.

Attendance:

Sherise Brown	Sheronde Glover, PM
Elsie Lee Sullivan	Natasha Harrison, PM
David Holder, Chair	Nicholas McKenney

Welcome, Call to Order, and Adoption of Agenda

- ❖ Meeting was called to order at 6:07 PM.

Review and Approval of Prior Meeting Minutes

- ❖ November Minutes
 - Motion by Nicholas Mckenney to approve November minutes.
 - Seconded by Sherise Brown.
 - Motion Unanimously Passes

Chair Report

- ❖ End of Year Gathering
 - Location Option: Believe Music Hall
 - No consensus – wait until beginning of 2023

PM Report

- ❖ Approval of 2023 Program Manager Contract
- ❖ Removal of Committee Members
 - Letters were approved and sent to Kenyatta Mitchell, Greg Burson and Johnny Floyd
 - Currently 7 active members, quorum is 4
- ❖ CBV Holiday Schedule
 - CBV off from Dec 16th to Jan 3rd, 2023
 - Grantees have received correspondence to send information by Mon, Dec 12th
- ❖ New Year Meeting Schedule
 - Motion by Sherise Brown to move Jan 4th, 2023 meeting to Jan 11th due to holidays
 - Second by Nicholas Mckenney
 - Motion Unanimously Passes
 - Motion by Elsie Lee Sullivan to meet bi-monthly in 2023
 - Second by Sherise Brown
 - Motion Unanimously Passes

- Committee will meet bi-monthly due to SNCTF project closure
 - No major new business beyond emergency funding award in 2023
 - Correspondence will continue via email intermittently
 - Meeting Dates
 - Jan. 11th
 - March 1st
 - May 3rd
 - July 5th
 - Sept. 6th
 - Nov. 1st
- ❖ Emergency Funding Award Amount, Grant Length, Next Steps
 - As of Sept 30th, budget \$461,668.34
 - Previously, emergency fund was focused on 6 months, CBV recommends 6 month term for 2023
 - \$30,000 already allocated for videographer
 - \$125,000 given to each org (\$250,000 total) during last emergency fund
 - Motion by Sherise Brown to give \$200,000(\$100,000 each to AVLF and Emmaus House for 2023 Emergency Fund
 - Second by Elsie Lee Sullivan
 - Motion Unanimously Passes
 - Next Steps: Emmaus House + AVLF will receive paperwork to be submitted to Atlanta City Council in 2023
- ❖ Marketing Communications RFP
 - RFP is live on website for download
 - All proposals due by Jan 5th for graphic designer, videographer, communications consultant, and other supporting storytelling items

Approval of 2023 Program Manager Contract

- ❖ PMs left the call
- ❖ Scope of Work has adjusted slightly to exclude full grantmaking process, to include storytelling/communications work for end of project and include emergency fund for 2023
 - Contract for \$60,000 remains from 2022 to 2023, excludes additional amount of \$30,000 for marketing in 2022
- ❖ Motion by Nicholas Mckenney to approve CBV 2023 scope of work
 - Second by Sherise Brown
 - Motion Unanimously Passes

Adjourn Full Meeting

- ❖ The full meeting was adjourned at 6:50PM