

SNCTF COMMITTEE Meeting

August 5, 2020

Zoom Meeting

Recorded By: Program Managers

The meeting was called to order at 6:07pm

Attendance:

Ann Marie

Sherise Brown

Jane H. Ridley

Elsie Lee Sullivan

Semaj Blaine

Travis Parks

Mary D. Gay

David Holder

Rick Hudson

John Helton

Sheronde Glover, PM

Natasha Harrison, PM

Welcome, Call to Order, and Adoption of Agenda

Agenda adopted and meeting called to order at 6:07pm

Review and Approval of Prior Meeting Minutes

Approval of previous minutes

Chair and Program Manager Report

- Grant Extensions & Deferment
 - All grantees were contacted
 - Some shared that they needed an extension
 - Some shared that they were unaffected
 - Blanket extension for all 2019 grantees to the end of the year (originally September 2020)
 - Blanket extension for all 2020 grantee until June of 2021 (originally March 2021)
 - 555 officially requested a grant extension to the end of next year
 - Grantees that cannot complete within the timeframe will be offered deferment
 - Need to agree on a certain amount of time for the deferment
 - Denotes that the grantee will not be spending any money during the deferment period
- Committee Chair Meeting
 - Covered by John
 - Meeting between committee chairs to get things in order before full committee meeting
- New Member Handbook and Grant SOP's Document
 - Working with David to build out
 - Once everything is decided and put together it will be available for review
 - Sheronde will make the document available on the Google Drive while it is a work in progress

- Grantee Best Practices (funding cap, readiness, and forfeits, grantee check-in meeting)
 - Since there can't be an actual retreat, want to bring the elements of a retreat into the monthly meeting
 - Conversation on a funding cap and grantee readiness
 - What does that mean so organizations understand
 - Ensure grantees understand that deferment means no grant funding is to be spent
 - There are a few organizations that have not sent a grant agreement so what is the timeline for forfeiting the grant?
 - PM's have scheduled a Check-in with grantees to answer questions, share updates and review the grant process, specifically reporting.
 - A general glossary of terms will be created to ensure understanding

Sub-Committee Reports

- Governance
 - David sent information from Carla -- The committee needs to ensure it is following the city guidelines for virtual meetings
 - John's term is up in December and mayor has to appoint a new member
 - Giving a heads up 60-90 days in advance
 - Following the process for bringing on a new member
 - Needs to be a separate consideration for selecting a new chair
- Programs and Project Development
 - Updates on Next Grant Cycle → Sheronde put together a proposal for the next grant cycle
 - Cycle 1: beginning in December → Proposals due in January → Grants sent out in March
 - Cycle 2: beginning in August → Proposals due in September → grants sent out in January
 - Have to be mindful of program managers and trying to set up the cycle post pandemic and also the possibility of a 2nd emergency grant cycle
 - Putting out 2 RFPs with a revised schedule next year
 - Can't put one out this year because it's August
 - Currently managing 3 cycles
 - What is the life of the committee based on expenditure?
- Operations
 - Updates on calendar, events and SOP
 - Working on a calendar that houses all subcommittee meetings as well as the full committee meetings
 - Calendar format has been created and is in the drive. Will be sent out to the full committee
 - Should subcommittee meetings be paid meetings as well?
 - (1) Subcommittee meetings are where most of the work gets done
 - (2) Redefine what subcommittees should be for

- (3) Creating a mock budget to see what a pay increase looks like OR streamlining the work so that there are less meetings
- (4) New member handbook should be updated to reflect the time commitment
- (5) Taking the discussion to the city to see if it's legal and doable

New Business

- o John requested consensus to write a letter to the CFO about the additional revenue from sale of city property

Final Thoughts (2-minutes per member, as needed)

- o Jane: clear the air between her and Mary, most of the properties in Mechanicsville being sprayed for mosquitos, did a balloon release for 8 y/o who was murdered in Peoplestown
- o Mary: want to make sure things are documented fully before moving forward, funeral for Mattie Jackson
- o Lee: include their side of town for the rodent traps and mosquito spraying, blessing to be part of the committee at this time to help the community
- o Semaj: vote, vote, vote
- o Ann Marie: none
- o Rick: none
- o Travis: it's amazing to see everyone's growth, great, spirited conversation
- o David: enjoyed the dialogue and the team, moving forward with the dog park initiative, getting a bike line through University Ave.
- o Sherise: it's good to hear from everyone and still want to serve community
- o Sheronde: great meeting, productive
- o Natasha: good to hear and see everyone

The meeting was adjourned at 7:31 p.m.

Action Items:

- Talk to Carla about Stipends - John
- Check on Committee Terms - John
- Request Committee Terms from Clerks office (if John does not have) - PMs
- Reach out to new committee member - Sherise
- Forward meeting dates to new committee member - PM's
- Share New Member Handbook draft with Mary & David - PM's
- Share flyers from [Chris 180 flyer](#) [Emmaus Flyer](#) within the community - All
- Contact Carla about Virtual Meeting Law - PM's
- Write Letter to CFO about revenue from the sale of property and share with the committee- John
- Establish Glossary of Grant Terms - PM's
- Add Grantee Status info to Work Plan - PM's