

## **SNCTF COMMITTEE Meeting**

September 2, 2020

Zoom Meeting

Recorded By: Program Managers

The meeting was called to order at 6:08 PM.

### **Attendance:**

Ann Marie

Sherise Brown

Jane H. Ridley

David Holder

Elsie Lee Sullivan

Semaj Blaine

Travis Parks

Mary D. Gay

Gregory Burson

Rick Hudson

John Helton

Sheronde Glover, PM

Natasha Harrison, PM

Imani Bryant, CBV

### **Welcome, Call to Order, and Adoption of Agenda**

- Agenda adopted and the meeting called to order at 6:08 PM.

### **Review and Approval of Prior Meeting Minutes**

- Approval of previous minutes

### **Chair and Program Manager Report**

- Grantee Check-in
  - Reached out to all grantees to receive status updates on their programs. Grantees were asked about challenges and attempts to move programs forward.
  - The grantee check-in was on August 27th and went well.
  - All Grantees will receive a 3 month extension
    - With the exception of emergency grantees
    - Grantees that cannot fulfill their grant agreement within the extended time frame will be asked to request a deferment
- Stipends Update

John updated the committee on the communication with Carla regarding stipends.

  - Stipends are paid when the full body meets
  - This is the case whenever there is a quorum
- Q2 Financial Report
  - April - June 2020
  - Natasha shared Regions Bank Statement
    - Glow: during Q2 \$8500 worth of interest was earned
    - There is a balance of \$4.5 million as of June 30th
- Remote Meeting Plan
  - The PM's completed the draft remote plan and shared it with David. The governance committee will review and offer additional input to the PM's before they submit it to legal for review.

- Grantee Reporting Requirements
  - Grantees must submit an expenditure report with receipts and payment information during the reporting period
    - In order to disperse the next payment they must spend and provide receipts for the full grant amount
    - Grantees are allowed to report earlier if they are spending the grant faster than the reporting period
    - The grantee distribution form provides the status of activities and what has been accomplished during the reporting period
  
- Committee Term Roll-Call
  - Each committee term is 3 years ---- most terms will expire in November or December with the exception of Rick. His term expires in 2021.
  - Some committee members were appointed by the mayor and others by council members. The community does not appoint members. Community members can recommend candidates for consideration.
  - Pm's polled the members to determine who is interested in remaining for an additional term, which included:
    - Travis
    - Sherise
    - Mary (tentatively)
    - Rick
    - David
    - Lee
    - Ms. Jane

### **Sub-Committee Breakouts**

- Governance
  - Reviewed Remote Meeting Plan
    - Recommended Changes:
      - Change the first paragraph from individuals to the public
      - Make the meeting open instead of having individuals register. Registration requirements came out of the Zoom insecurities in the past. It was suggested PM's check with the council on best practices and recommendations.
  
- Programs and Project Development
  - Funding Cap Best Practices and Suggestions
    - A cap of \$250,000 was recommended and if more money is needed they can submit a rationale as to why and the committee will take a vote.
    - If the grantee has a matching grant they need to have documentation and proof that the other granter has the money to match in cash
  - Discussed committee terms. Semaj and Ann Marie are coming off the committee. Rick will take over as chairperson. Ms. Jane is co chair
    - When new members join they will be added to the subcommittee
  - There was no consensus on the retreat so the conversation is ongoing
    - CBV is not doing any in-person meetings this year

- Suggestion of offering a longer, more in depth meeting
  - The PM's will be prepared to present the new RFP document at the next meeting
- Operations
  - Review Draft SOPs
    - Only one suggestion: adding in language to assist assimilation into the committee to include protocols and meeting decorum. SOP's is an evolving document. Once the suggestion is added to the document, it will be shared with the full committee

### **There was no New Business**

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

- Ms. Jane: likes the breakout sessions
- Semaj: I am complete
- Rick: above ground and breathing
- Lee: none
- Ann Marie: this year has been crazy and say what you have to say to your loved ones
- Mary: love the breakout sessions
- David: enjoy the breakout sessions and great progress
- Travis: second Ann Marie's message and everyone have a great week
- Mr. Burson: glad to be on board and look forward to working with everyone
- Sherise: welcome aboard Greg and commend the group for its growth
- Sheronde: none
- Natasha: missing seeing everyone and seconds Ann Marie's sentiments
- Imani: Hi

The meeting was adjourned at 7:32

### **Action Items:**

- Once the meeting decorum suggestion is added, the SOP will be shared with the full committee for review - PM
- Be prepared to present new RFP document at the next meeting - PM
- Reach out to Greg Burson to speak about sub- committee assignment - John