

## SNCTF COMMITTEE Meeting

August 7, 2019

Dunbar Community Center Room 227

Recorded By: Program Managers

The meeting was called to order at 6:06 p.m.

### Attendance:

Sherise Brown

Semaj Blaine

Mary D. Gay

John Helton

Elsie Lee Sullivan

Ann Marie Shields

Mika Smith-Brown (via  
Phone)

Rick Hudson

Sheronde Glover, PM

Jane H. Ridley

David Holder (via Phone)

Natasha Harrison, PM

Travis Parks

### Chair Report

- **Updates on House Proud and Proposal Submissions**

- HouseProud has received their first installment of money. Rick is working with Lisa at HouseProud to support one of the senior residents referred for service. Proposals were submitted and have been assigned to the CDHS committee and will be presented on August 13th at 12 noon. John, Jane and Ann Marie will be in attendance.

- **Stipends**

- John explained that the meeting stipends of \$50.00 is a part of the ordinance and can only be changed via the Council. Jane shared that any council member can be approached regarding an amendment. The committee is free to approach the council to address meeting stipend changes.
- John also explained that in the budget there is funding for food for meetings. It is budgeted at \$12.50 per person as a guideline to purchase food. It is not a direct allocation to the committee.

### New Business

- Jane is talking to Georgia State about a proposal for tiny Houses. City has passed an ordinance that you can build tiny houses (ADU - Accessory Dwelling Units). Georgia State is helping Jane write a proposal, which she states is important because gentrification is rapidly coming to the area.

### Sub-committee Reports

- **Update on By-Laws**

- David will add changes to the by-laws document based on previous comments from the committee and then turn those over to the city attorney to do a legal review. The goal is to adopt the by-laws by the next meeting. Question from Ms. Jane: Can by-laws be amended at any time? Yes. By-laws can be amended at a later time. It was shared that Ocie (attorney) still has not received payment. The program manager shared that both an invoice and contact information is needed. A phone number was provided for Ocie.
- **Work Plan**
  - The program managers shared that the work plan is accessible to the committee to review and stay abreast of current status of activities and tasks. The link was sent out via email by the program managers. Some committee members did not get the email with the link. Mary asked that a Google Page be developed with links to all online documents for easy access. Everyone agreed this would be a good idea.
- **File Sharing**
  - John shared that the repository for documents had previously been with Rick via SharePoint, but CBV (program managers) utilize Google Docs. It was shared that all access had not been given yet since confidentiality had been a discussion point. All of the information in the files on Google are public information and nothing confidential is housed there. There were no objections to the continuation of use Google docs to house SNCTF documents.
- **Invoices & Payments**
  - John and the program managers will meet with Kerry on Friday and the whole package of invoices will be given to Kerry for processes. There were some missing documents. The program manager went through May, June and July to discuss what was needed to make payments. Invoices were distributed to members to sign for any meetings they attended that did not have an invoice. The process for payment: Sign in sheet, completed invoice and an agenda along with minutes. Committee members attending by phone will be sent an electronic invoice and submit an electronic signature. The program manager will confirm that this process is acceptable during the meeting with Kerry. The program manager reported missing an agenda and meeting minutes for May 1st. There was a motion from Rick to create a summary of the minutes, an agenda and approve. Ann Marie agreed to complete a summary of the interviews and questions from the May 1st meeting. John agreed to create an agenda retroactively.

### **Motion & Votes**

A motion was made from Rick that the committee create and execute a summary of minutes and agenda for the missing minutes and agenda from May 1st. It was seconded by Ann Marie. Motion carried by majority vote.

- **Retreat**

- The retreat will be held Saturday, August 10th at Atlanta Preservation Center. Information along with the agenda and retreat logistics were forwarded to committee members via email. Rick shared that there is a handicap ramp at the in the back of the building. Rick will forward the information to the program managers. General parking is on the street. It was also confirmed that the monthly meetings have been scheduled for the rest of the year for the 1st Wednesday of the month, in the downstairs meeting room. excluding the September, which falls during the Labor Day week. That meeting will be on Wednesday, September 11th. Meetings that fall on a Monday or Wednesday holiday are pushed back to the next week.

- **Paperless**

- The program managers suggested a move to paperless with the agenda being sent electronically and being projected on the wall. The committee was asked for feedback. There was no opposition.

- **Listening Sessions**

- Listening sessions will be designed to get input from the community on the grant process. At least one listening session was suggested. It was suggested that a listening session occur in September in conjunction with the committee meeting. FanPlex was suggested for more space. John and the program managers will speak with Kerry.

**Committee Reflections** - Each member was given an opportunity to share any reflections.

- **Semaj** - Updating website needs to be a priority. Talked to one community group, city-wide about applying for a grant to support our community. When they visited the website it was confusing. PM updated where we are.
- **Travis** - Need a better speaker for members joining by phone. Zoom suggested.
- **Sherise** - Thank you to PM and welcome aboard. Pleased with process so far in moving work forward and working together with the rest of our colleagues.
- **Jane** - Need to ask Mika is she in town on August 13th. Does she want help with Black Women's Wellness and Emmaus House proposals? Mika asked if it will be communicated out to proposal applicants that their proposals will be reviewed by the CDHS committee on August 13th.
- **Ann Marie** - Excited to have PM on board.
- **Mary** - Shared that the cabbage for meeting refreshments were provided by a black owned business and business cards are on the table.

A motion was requested by John to adjourn the meeting. Rick made the motion and Mary seconded the motion. Motion carried by majority vote. The meeting was adjourned at 7: 11 p.m.

**Action Items:**

- Program Managers will inform proposal applicants of the August 13th meeting.
- Program Managers will update website specifically remove position for Program Manager
- Rick will forward information regarding parking and handicap accessibility to program managers
- Program managers will develop Google documents resource page with links to online documents
- Program manager will forward electronic invoice to David and Mika.
- David will make updates to by-laws and submit to city attorney.
- Program manager will contact Ocie (attorney) to get invoice and address for payment.