

SNCTF COMMITTEE Meeting
January 8, 2020
Dunbar Recreation Center
Recorded By: Program Managers

The meeting was called to order at 6:14 p.m.

Attendance:

Sherise Brown	Semaj Blaine	David Holder
John Helton	Rick Hudson	Sheronde Glover, PM
Jane H. Ridley	Travis Parks	Natasha Harrison, PM
Elsie Lee Sullivan	Mary D. Gay	

Welcome, Call to Order and Adoption of Agenda

Review and motion to accept agenda by Mary. 2nd by Rick. All in favor. 1 Abstained. Introduction of guest: Clayton Davis with Ander B Stewart Center. Ms. Jane suggested the committee go into executive session when proposals are reviewed because some might be apprehensive to speak. John will double check with the city on executive session. There are usually only two reasons to go into executive session: personnel and real estate. This meeting will not go into specific details of the proposals. Review of meeting minutes. Rick motioned to adopt the December minutes with a revision to add Semaj to the attendance list. 2nd by Mary. 1 abstention.

Chair Report

- John received Mika's resignation letter. Sherese has some names from a community meeting she attended. Mika identified someone in the community --- Shana Pennywell-- as a potential replacement. Names should come from the community. Ms. Jane spoke with Carla who suggested the committee member go to the community and have them pick potential replacements. Sherese was asked as a courtesy if she would continue to gather names from the community since she's done some initial legwork. Sherese will send Chris (President Peoplestown Neighborhood Association). an email request to get nominations for representatives (names and resumes) to serve on the committee with a Jan. 31st deadline to receive.. John will then send a letter to Carla's office to make it formal. Semaj suggested John connect with Shana to have her reach out to the community organization as a potential candidate so she's not overlooked.
 - Question: What's the process for getting the information out to the neighborhood? The appointment is either made by the council or the Mayor. The committee is helping to vet and create a pool. Ultimately they will make the decision. We can put a blurb on the website. However, Carla may already have someone in mind.
 - Question: Will the final decision be made by more than 1 person? If it's mayoral, it'll be made by the mayor or their staff or by the council according to legislation. The committee and community can make suggestions.

- Ms. Jane shared that it has been cleared by the director for the committee to meet at Dunbar for the rest of the year on the 1st Wednesday of the month. PM's can set up at 5 p.m. Must be out by 8:30 p.m.
- End of Year Celebration - John thanked everyone that was able to participate in the End of Year event at his home.

Vision and Goals

John started by sharing that the retreat allowed the committee to create their vision and mission and thus an understanding of the task at hand. Any goals outside of the main task, specifically items that keep coming up were shared:

- **John** - Tiny House America will do a big expo in April. Goal - Educating ourselves as a group on topical things that keep coming up. What are the top 3 things to have experts come in to educate the committee on? Affordable housing (Tiny houses), Job Training, and Community Development
- **Ms. Jane** - What free job training is available in the 5 communities? Educating and informing the committee on things happening in the community. Mary is building a list. Natasha (PM) shared that Annie Casey might be a good resource for workforce development and to share who they are funding. Goal - Develop a resource list of who is providing job training, affordable housing, and community development in the community Rick shared that the committee is being asked to fund programs that potential grantees say are needed, but the committee does not know who is filling that need in the community.
- **Ms. Jane** - Training money should be utilized this year.
- **David** - Governance needs to figure out if the committee positions are going to be staggered or a lot of knowledge could be lost. Ms. Jane shared that some members might be renominated and that needs to be determined.
- **Rick** - The committee needs to think about projects that they will be approving and funding that can be highlighted that happened during the committee's tenure. Highlight things that the committee has done successfully. Build legacy. Show what was funded, what they did and how it helped the communities and make a big deal out of it. Write up success stories and share the good we've done. Goal: Determine how we will communicate successes on a consistent basis.
- **Sheronde (PM)** - Mini tutorial on Google.
- **Next Retreat** - Will focus on sustainability.

Garden: Sherese suggested the group be mindful that some proposals want you to fund things that are City and County (such as a Park) and those things should be funded by the city and state because they have money in their budgets for that. She also noted that some proposals might not be funded at the amount of the request. The budget might include items that are not funded by The Trust based on legislation.

Program Manager Report

- A. Proposal Scoring and Consensus Meeting
 - a. Consensus Meeting is scheduled for Saturday, January 25th, 9 a.m. - 12 noon. Breakfast will be available. We need all proposal scores so it's an easier deliberation process. Rick will check on Georgia Hill, 3rd floor and request early entry for PM's to set up.
 - b. By request proposal packages and score sheets will be printed in the future. There is money in the budget for printing.

- c. There was a problem with the scoring form. On the review sheet, there was one question that you had to score 16. This error has been fixed. Semaj was not able to go back and to edit and review responses. Natasha stated he should have received a copy of his responses for each submission. One of Semaj's proposals was submitted twice. Semaj shared something that might be helpful is to open both the score sheet and the proposal and toggle back and forth between the two. Sheronde suggested a mini tutorial on Google (drive, docs and forms) since we are using it a lot.
 - d. The proposal deadline was extended to next Friday, January 17th, by the close of business. Ms. Jane and Natasha will meet separately to complete her reviews.
 - e. Clarifying questions/statement:
 - i. Can proposals be funding for full or partial amounts? This was previously discussed and it was determined that proposals can be funded for partial amounts.
 - ii. Can we request additional documentation? It depends on the type of documentation. If it was required, then no. PM's reviewed all proposals to determine if they had the required documents. If they didn't submit what they needed based on the level they can only be funded at a certain level.
 - iii. There is a question on the scoring form that asks if the organization or program is in the community, however sometimes it's difficult to discern if the address is in the area, which means they proposal might miss out on an additional 10 points. There is a link that was in the FAQ's where you can put in an address to find out what neighborhood they fall in. Some addresses are out of the area, but they have a business in the neighborhood. The 10 points is about physical location. Natasha shared that it's more about what they've written and what they've done and is it something the committee would want to fund. The link is on the City of Atlanta website.
 - iv. What if you have a proposal that is a No from the start? At the consensus session, we will work from the yeses/affirmatives and then reviewing other proposals that didn't score well, but should be considered due to their work. All proposals should be scored so applicants can receive constructive feedback and grow.
 - v. For future reference, it was suggested that applicants provide evidence to their work. The first question on the proposal relates to the applicant's history. Tangible evidence (such as pictures) was not requested. Semaj thinks this will help. Mary asked if the organizations websites were reviewed. This is an option for reviewers, but not required or necessary. In general, the proposals should provide enough information for the reviewer to understand the organization and program presented. Ms. Jane suggested information sessions address this with applicants. This was done in the proposal orientation sessions.
- B. Operational Standards (Finance, Grant Making, etc.)
- a. Standard operational procedures will be one focus of the PM's this year so the committee retains the knowledge around grantmaking, the process, tools and resources as well as the financial pieces. PM's will also support budget tracking and the mechanism for working with AFCRA and document any governance

operating procedures for onboarding new members, orienting them and making sure they understand standard operation procedures.

- i. Question: Mary asked what is being proposed when we discuss the life of the committee. Part of that relates to the spend down of the dollars. John shared that the focus of the next retreat (towards the end of the summer) will focus on sustainability. Ms. Jane shared there is a source of funding, but no one has checked their neighborhoods to see if the city has sold city owned properties so the funding can come back into the trust fund. Semaj shared that since the committee is in the middle of a grant cycle there's not time right now. Ms. Jane wants to get started before the next cycle since it takes time. John acknowledged that he has previously said he would write a letter to the City CFO to get things moving and get a process in place.

Sub-Committee Overview Goals and Objectives

- Governance - David will provide recommendations for succession planning for the next committee members. Investigate how committee members might be renominated. Recommendations to give to Carla.
- Program Management - Semaj
- Operations - Travis

PM's recommended subcommittees consider a goal(s) they want to accomplish this year. John suggested they go back to the original work plan to review.

Final Comments

- John - AFCRA moved very fast to execute the contracts for the PM's.
- Lee - went to each facebook page and website to learn about the proposals she was assigned.
- Semaj asked Ms. Jane if the proposal writing resource from Georgia State is still available.

Motion & Votes

- Motion by Ms. Jane that future deliberations regarding specific discussion (financial and quality) of proposals that the committee goes into executive session. 2nd by Mary. All in favor. 2 abstentions (Semaj, Lee).

John made a motion to adjourn. Rick 2nd. All in favor. The meeting was adjourned at 7:27 p.m.

Action Items:

- Sherese will forward an email to Chris requesting names of potential committee members.
- PM's will add blurb on website regarding the need for candidates (from Peoplestown) for the board.
- PM's will resend the email with the proposal assignments to committee members.
- Rick will contact and confirm Georgia Hill Center for the 1/25 consensus meeting.
- John will check with the city regarding executive sessions for proposal discussion.
- Governance committee will provide recommendations for succession planning.
- John will write a letter to the City CFO regarding sale of city owned property.
- John will email Shana Pennywell and cc PM's