

September 14, 2021 · 1:30 PM – 3:00 PM



Attending: George Scott, Sheila Brown, Lillie Willey-Upshaw, Sharon Holley, James McLeod, Dorothy Hill

Absent: George Alexander, Cynthia Conides, Anthony Johnson,

Non-Board: Terry Alford, Audrey Clark, Carmen Swans

Meeting called to order by George Scott at 1:34 PM

Finance Report/Updates:

1. Period ending 08/30/2021

Account 1# (Unrestricted Account)	
Business Reward Checking Account ending in....4697	
Overdraft limit of \$4,500.00	
Beginning Balance:	71,730.71
Additions	+ 3,018.33
Subtractions	
Ending	74,749.00
Account #2 (ESD Restricted Account)	
Business Reward Checking Account ending in....4711	
Overdraft limit of \$2,500.00	
Beginning Balance:	113,844.14
Additions	
Subtractions	-14,023.64
Ending	99,820.50
Account #3 (ESD Restricted Strategic Action Plan)	
Business Reward Checking Account ending in....5437	
Beginning Balance:	256,000.00
Additions	+ 50.00
Subtractions	- 255,500 (returned to ESD per state)
Ending	550.00
Money Market Savings Account ending in....1992	
Beginning Balance:	1,050.98
Interest Paid:	
Ending Balance:	1,050.99

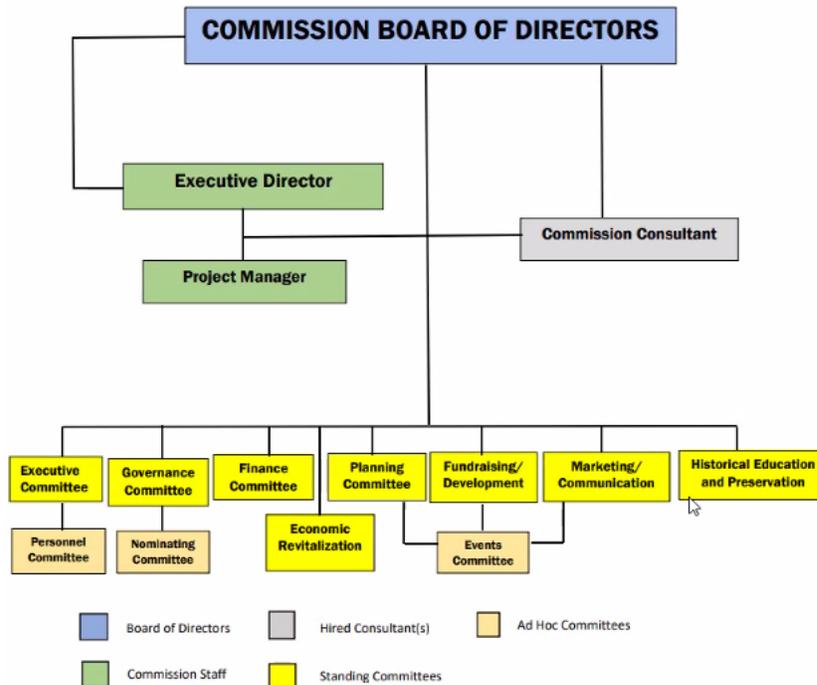
2. Commission Finance Updates

- a. The \$500 that went into Account # 3 was from discretionary money from the MSAAHCC. George A donated another \$50 which is why Account # 3 has \$550 remaining after sending ESD monies back.
- b. EC Chairwoman April Baskin Erie County Cultural Award (\$15,000) - Monies have been approved by ESD and now we are waiting for the check.
- c. DOS Community Project Appropriation Agreement (\$34,000) - dollars remaining from a \$75,000 grant won for the MSAAHCC by Crystal People-Stokes. Terry was able to file an extension so that we can use the remaining balance of \$34,000. Monies have been approved by ESD and now we are waiting for the check.
- d. Dept. of Econ. Dev/ESD approved no cost extension (\$34,473) - all the paperwork was completed. Monies have been approved by ESD and now we are waiting for the check.
 - i. All rationale centered around the original purposes for the grant which dealt with marketing costs. These funds can also be leveraged against ESD funds.

Sharon Holley motions to accept the financial report. Sheila Brown seconds the motion. All approved.

Old Business:

1. Approved Board Handbook



- a. Commission Organizational Skeletal Structure update approval - error brought to Terry's attention by Ms. Dorothy Hill. The consultant was incorrectly placed above the ED. It has since been revised so that the ED is above the consultant. The consultant reports to both the Board of Directors and the ED. See revised version above. Terry asks if the Board will consider accepting this new graphic to be included in the book. They all agree and accept.
 - i. Sheila Brown asks if the Board Handbook will be printed and sent to all board members in hard copy. Terry answers yes.

2. Moody Nolan/Strategic Action Plan-

- a. MN will be spending time with Visit Buffalo Niagara to gain insight into local tourism.
- b. This Thursday, September 14, 2021 JS&A (economic revitalization consultant) will be hosting a meeting at 7 PM to learn more about the commission and to allow you to ask questions.

New Business:

1. Roxanne Kise Consulting Contract Extension

- a. UBRI has found funding to extend Roxanne's contract for an additional year, going into effect on September 1, 2021 and ending on August 31, 2021. Terry was asked to work with Roxanne to create a new scope of work for the contract with UBRI. Terry hadn't brought it to the board's attention because he thought the continuity of having Roxanne would be beneficial. He recognizes that was a mistake and is now bringing it to the board so that it can be discussed.
 - i. Ms. Hill points out that consultants come out of the board in the organizational chart. Ms. Hill says that regardless of the money to pay consultants coming from UB, the Board still needs to have final approval. Ms. Hill asks if the funds that UB has are only available for one specific consultant or if it can be used for any consultant the commission wishes to hire. Ms. Hill is concerned that the job duties laid out in the scope of consultants could be a job opportunity (not a consultant position) where the community could be informed and that the commission could hire someone local to reach the community. Ms. Hill feels that by hiring someone local could help get the community excited and engaged about the commission. Ms. Hill would like to bring a member of the community to the commission as an employee.
 - 1. Terry responds to Ms. Hill's concern about community engagement. He states that community engagement is being done by Moody Nolan. Roxanne's consultant contract is organizational support, and in the new contract it will be opened up to all anchors. Terry says that the excitement is happening through Commission staff and board members.

2. Terry does not know if the funds from UBRI can be used for other consultants. Roxanne is evaluated by UBRI. Terry is going to request the commission be involved in the evaluation process and to read prior report outs. Terry will also ask if the funds must go to Roxanne.
3. James McLeod asks how Roxanne became the consultant. Terry responds that when ESA was created to provide the capacity support, local funders pooled their money together to provide these services. It was decided that consultants would be provided to the organizations to strengthen organizational structure. An RFP was released to the public, Roxanne was the successful candidate. Terry does not know who the hiring committee was.
 - ii. Sheila asks who decided Roxanne needed another year (was it Roxanne? UBRI? Terry?). Terry responds that he doesn't know who decided it. We were expecting her contract to be up in August. Out of nowhere UBRI found additional funds and they immediately started discussing the new scope of work.
 - iii. Sheila asks how much Roxanne gets paid. Terry responds she earns \$40,000 a year. Sheila says that it is a great deal and we might want to keep Roxanne. She is worth more than \$40,000.
 - iv. Terry agrees that the way UBRI handled Roxanne's extension wasn't ideal; however, he states that the continuity Roxanne offers is something Terry needs. Terry will be launching a fundraising plan and we are in the midst of a strategic action plan and he does not feel that it is the right time to bring in someone new.
 - v. Sharon asks if UBRI has already approved the extended contract. Terry responds that she was offered the extended contract and it went into effect on September 1. Ms. Hill responds that it was not UBRI's place to make that decision and it should have come from the commission board.
 - vi. To summarize, Terry will ask: Can funds be used for a different consultant? Who decided we need another year with Roxanne? Can funds be used to hire a new employee?

2. Review Draft Fundraising & Development Plan

- a. Terry goes over the draft fundraising plan and asks for feedback (see attached).
- b. Terry reiterates that we want to be able to say that we have 100 % board giving and he encourages everyone who hasn't already to make a donation.
- c. Lillie asks if we have addressed what the messaging campaign will be so that it doesn't interfere with the anchor's fundraising. Terry responds that it might make sense to integrate some of the fundraising tactics so that there is no competition. Terry hopes that

the anchors can share their fundraising plans for the year so that we can support their activities and make sure the commission's fundraising doesn't compete with the anchors.

- d. Roxanne asks if it would be silly to have fundraising coordinated through the commission in the same way that tours are coordinated through the commission.
 - i. Lillie asks if this is a great goal but that this isn't something that would happen in the first iteration. Terry responds that he would be happy to carve something out for the anchors if this is the route they want to move.

3. Street Pole Banners

- a. We need to approve \$3,000 for payment of banners. The money was originally donated by the BNMC a few years ago but the banners were never purchased. Terry is working with Dr. Williams to identify the best people to honor in the banners. Terry hired the artist John Baker to design some seasonal banners. Terry also contacted ACE Banners for a quote. Terry is asking for approval of \$12,000 to use to print banners that John Baker designed. Terry will forward to the board for approval. These banners would go up in Black History Month.
 - i. James McLeod asks how much a banner costs. He suggests if it isn't outrageous we could ask the community to sponsor a banner and get people to pay for it. Terry will get the breakdown of cost per banner for the board. partnership with AKG? People want freedom wall additions.

4. Upcoming events/activities

- a. UB Dig
- b. Doors Open
- c. Docent Program

Dr. Williams motioned to adjourn the meeting. Seconded by Sharon.

Meeting Adjourned

Next meeting: Tuesday, October, 12, 2021 1:30 - 3:00 PM