

August 10, 2021 · 1:30 PM – 3:00 PM



**Attending:** George Scott, George Alexander, Sheila Brown, Lillie Willey-Upshaw, Sharon Holley, Anthony Johnson, Dr. Cynthia Conides

**Absent:** Dr. Lillian Williams, Judge James Mcleod, Dorothy Hill

**Non-Board:** Roxanne Kise, Terry Alford, Audrey Clark, Chi Owunwanne, Carmen Swans

Meeting called to order by George Scott at 1:41 PM

**Finance Report/Updates:**

1. Period ending 07/31/2021

<b>Account 1# (Unrestricted Account)</b>	
<b>Business Reward Checking Account ending in....4697</b>	
<b>Overdraft limit of \$4,500.00</b>	
Beginning Balance:	\$49,638.05
Additions	\$26,292.62
Subtractions	\$4,200.00
<b>Ending</b>	<b>\$ 71,730.67</b>
<b>Account #2 (ESD Restricted Account)</b>	
<b>Business Reward Checking Account ending in....4711</b>	
<b>Overdraft limit of \$2,500.00</b>	
Beginning Balance:	\$133,350.64
Additions	\$0.00
Subtractions	\$19,560.50
<b>Ending</b>	<b>\$113,844.14</b>
<b>Account #3 (ESD Restricted Strategic Action Plan)</b>	
<b>Business Reward Checking Account ending in....5437</b>	
Beginning Balance:	\$256,000.00
Additions	\$0.00
Subtractions	\$0.00
<b>Ending</b>	<b>\$256,000.00</b>
<b>Money Market Savings Account ending in....1992</b>	
Beginning Balance:	
Interest Paid:	
<b>Ending Balance:</b>	

Sheila Brown motioned to approve the finance report. Lillie Wiley-Upshaw seconded.

2. Commission Finance Updates -
3. Services Collaborative - Agreed to move to Services Collaborative. They will move slowly over the next few months to get acquainted with our books before officially starting on January 1, 2022.

A financial policy was sent to Services Collaborative by Roxanne. There will likely be some changes to the way bookkeeping is done so that we can work collaboratively with them to create a policy that makes sense for us.

4. Photo Op w EC Chairwoman April Baskin - Erie County gave cultural funding of \$15,000. Back in May we received a letter stating that they would be sending paperwork to be completed before releasing funds. They have not sent this paperwork yet. Terry spoke to Baskin's contact and was guaranteed the paperwork was coming soon. They also wanted to do a photo-op with a large check at the arch way on August 18th at 10:30 AM with the Chairwoman.
5. COVID Funding - Review board is now in place to begin processing requests for release of these funds. The review board is made up of George Alexander, Judge James McLeod, Dr. Cynthia Conides, and Terry Alford.

Terry offers his assistance to help any anchor that needs it to get their formal requests in for COVID Relief.

#### **Old Business:**

1. Vote on Board Handbook - During the Meet and Greet it was suggested by the various boards that we create an MOU between the anchors and the commission. Roxanne made two kinds of board handbooks. The first is an introduction to the organization and includes things like mission statements and by-laws. The second handbook has board tasks and board job descriptions. The second handbook is more policy based. Roxanne is asking the board to discuss adding the MOU to the handbook. It is decided that the MSAAHCC will vote on the Board Handbook today with the understanding that the MOU will be added in the future.

Board Members want to rephrase the document so that it is no longer an MOU. Lillie feels that an MOU is too strong for changing circumstances, but they could be used in future projects when it needs to be defined more clearly. Roxanne suggests "Anchor Guidelines and Expectations."

Lillie wants to add a statement about what the anchor's relationship is to each other. She stresses the importance of each anchor treating each other as equals.

**Lillie Wiley-Upshaw makes a motion** to approve the Board of Directors Handbook (with the understanding that there will include changes to the Founding Anchors Definition section), the Committee Task Handbook and the Personnel Handbook. Sharon Holley seconded the motion. Motion approved unanimously.

2. Cultural Anchor Board Meet & Greet Recap - Terry asks if there are any major takeaways from the meeting that we should talk about. No comment from any board members.

#### **New Business:**

1. Community Project Appropriation Agreement #1000480 - Terry got a letter in the mail that money from a DOS grant from 2 - 3 years ago was never fully spent. The grant specified that it was supposed to be used for the creation of a management plan. Once Terry got into contact with Suzzy from DOS, she confirmed that \$75,000 was awarded to the Commission. The Commission received an \$18,000 advance. The state wants to know what the advance was used for and what percentage went to MWBEs.

The DOS will let us use the remaining \$34,000 as we wish. We got approval from our sponsor, Crystal People-Stokes, to file an extension with an amended use of the grant application. The money needs to be spent by March 2022.

Terry suggests that we use the money for a fundraising consultant. We spent money about a year ago to hire a consultant to create a fundraising plan, now Terry thinks it is the time to hire the consultant to implement the plan.

2. Fundraising - Terry stresses to the Board that we need 100% Board Giving. He also asks that Board Members provide name and info on corporations that might be interested in supporting the Corridor.

The Commission is looking to get business cards with an elevator speech for each board member.

Terry also wants to start a Fundraising Committee. He has members already lined up to join, but he needs a Board Member to chair the Fundraising Committee.

The board approves the concept of using the money for fundraising but the details need to be worked out further and brought back to the board to be voted on. George Alexander suggests we approach the Community Foundation or United Way to contract with and use their fundraisers.

George makes a motion to have Terry inform Crystal People-Stokes' office that we are interested in pursuing the remaining money. Cynthia Second's. Motion passed.

3. Traveling Exhibit - went to the printer today and will be ready for the August 25th event at the Roycroft.
4. Walk of Healing - taking place this weekend as part of the Igniting Hope Conference.

Motion by George A to close and seconded by Lillie.

Meeting adjourned.