

December 8, 2020 · 1:00 PM – 3:00 PM

EXTENDED SWOT WORKSHOP



Attending: George Scott, George Alexander, Lillie Wiley-Upshaw, Sharon Holley, Dr. Lillian Williams, Dr. Cynthia Conides, Chi Owunwanne, Roxanne Kise, Terry Alford, Audrey Clark.

Meeting was called to order at 1:02 by Commission Chair, George Scott.

Finance Report/Updates:

1. Period ending 11/30/2020

Money Market Account ending in....1992

Beginning Balance:	1,050.90
Interest Paid:	.01
Ending Balance:	<u>\$ 1,050.91</u>

Business Reward Checking Account ending in....4697

Beginning Balance:	5,765.29.
Additions	
3 Subtractions	
Ending	<u>26.05</u>
	\$ 5,739.24

Business Reward Checking Account ending in....4697

Beginning Balance:	33,477.32
Additions	
26 Subtractions	<u>10,831.41</u>
Ending	\$ 22,645.89

Motion to accept treasury report by Cynthia and seconded by Lillie.

Brief Updates:

1. NYPA grant was submitted by Roxanne.
2. Roxanne reported that the Community Foundation grant that covers payroll needs to be spent down to \$0 before we can ask for a second distribution. This is very different from the 10% we thought we would need. Roxanne spoke to UBRI and that we can project out when the spending

will be 0. Roxanne asked Chi if \$200 left in would be enough to ask for a second distribution since it would not cover payroll. Chi reassures that the Community Foundation writes checks on a weekly basis so that it shouldn't be an issue. Chi will look to see if the money can be direct deposited into our account.

3. Fundraising Plan & Master Strategic Action Plan
 - a. Terry forwarded the final plan that Denise Lawrence from Charity Consultants put together to all of the anchors. Next steps are the implementation of that plan. Terry wants to engage a consultant from the funders pool to begin implementing the plan in the beginning of 2021. Membership & New Donor Drive will be of high importance in January. We will have a meeting with her tomorrow to discuss Think Local.
 - b. In the process of completing the GDA, it should be finished by the end of the week.
 - c. Zoom Meeting with Moody Nolan last week to begin talking about next steps. We will announce them as the consultant of record in January. Next meeting will be 12/26 to discuss PR materials. They will come to Buffalo in January to see the sites in person.
 - d. Opinion Counsel Letter - needs to be secured by Larry Rubins. He is seeking RFP & meeting minutes to confirm the commissioner's approval of the selection of MN. Rubins might request a signed addendum from all commissioners before moving forward.
 - e. Question from Lillie- how will ESD give us money to pay MN? Roxanne answers that ESD will put half the money into an imprest account. Invoices will be required to pay out of account. Once invoices are approved by us and ESD they will put money into our account to pay MN. We will also have to include proof of payment in our reports. Roxanne suggests that we keep all this money in Account 1 so that it is separate from the ESA monies.
4. Anchors COVID-19 Relief Funding Request
 - a. All funding requests have been compiled and forward from Terry to Chi & Laura for review prior to the final presentation to the funders.
 - b. Terry is asking to have a zoom meeting tomorrow morning with anchors to discuss the suggestions from Chi & Laura.
5. Christmas/MLK Birthday/Black History Month
 - a. Christmas Tree Lighting & Drive-up Food Drive -- Saturday 12/12/2020 from 3 - 6 PM. Partnered with FeedMore WNY, REACH Academy Charter School, and WUFO for PSA.
 - b. Planning Committee sat down and created an outline for 2021 so that we can stick to a schedule and start developing events for the whole year.
 - c. Speaker Series for MLK/Black History Month - Dr. Williams is making connections with UB staff to help facilitate a speaker series. The History Museum is also interested in partnering. Looking for funding for the series.
6. Giving Tuesday - raised just under \$500.

Addendum from Larry Rubins read by Terry Alford.

"Resolved that the Corporation is authorized to accept a \$281,050 grant from Empire State Development for undertaking a strategic planning initiative and the President and Executive Director are authorized to enter into and deliver such agreements and other instruments as may be necessary to obtain and utilize such grant."

Motion to accept by Sharon, Seconded by Lillie Willie Upshaw, motion passes unanimously.

Board Workshop Development: SWOT:

1.

Motion to adjourn meeting by