

South Baltimore Gateway Partnership
January 24, 2018 (6:00pm)
Board Meeting Minutes

In Attendance: Brad Rogers, Jason Israel, Jillian Drummond, Bill Reuter, Walt Ettinger, Andrew Gervase, Geoffrey Washington, Ethan Cohen, Keisha Allen, Michael Tyson, Acacia Asbell, Alvin Lee, and Karl Lowe.

I. Welcome/Overview of timeline and Milestones

The meeting started at 18:13. Jason introduced the new members: Geoff Washington (incoming Chairman of the Board), and Karl Lowe (SBNA). Jason summarized where the partnership stands on its timeline and our second full year. Now that we have bylaws, policy, and reporting, we're off to the second year!

II. Executive Director Update

- a. Brad provided an update on the status of the Enhanced Services Needs Assessment and Implementation Plan.
- b. Brad displayed a Gant chart illustrating grants, enhanced services, transformational projects, and the FY19 budget. Brad will be producing an organizational chart for staff at a future date. A list of recent accomplishments was displayed. A three-year partnership with the Ripken Foundation for three new ball fields was discussed. BCRP is also involved. Westport is one proposed recipient.
- c. Other items discussed were the following:
 - i. KaBOOM Partnership
 - ii. HOW Partnership
 - iii. Integrated Programming
- d. Brad listed details for principles for balancing needs within the implementation plan and an implementation plan matrix example.
- e. Update on grant solicitations
 - i. Jillian provided an update. One application has been submitted so far. The application deadline is on Wednesday 2/28.
 - ii. Grants of \$50,000 and above have to meet M/WBE guidelines.
 - iii. Grants are paid on a reimbursement basis only.
- f. Procurement
 - i. Brad displayed the Procurement Process (handout).

III. Committee/Officer Reports

- a. **Strategic Planning (Walt Ettinger)**
 - i. Walt presented a Transformational Projects Status Summary.
 - ii. Walt discussed the performance evaluation process under development.
- b. **Program (Acacia Asbell)**
 - i. Acacia announced the committee's next meeting and invited additional help in reviewing grant proposals.
 - ii. We'll continue to advertise grants to communities.
 - iii. The augmentation of staff now offsets the workload from committee members.
- c. **Finance (Brad Rogers)**

- i. On behalf of Treasurer and Finance Committee Chair Beth Whitmer, Brad informed the board that the committee receives financial statements and reports each month, including a balance sheet, activity statement, projected cash flow, a detailed list of expenses, and a dashboard.
- ii. Brad introduced a resolution the committee produced for signing authority including a division of duties. This document defines who is authorized to sign which documents or checks of varying amounts.
- iii. A resolution was proposed and passed unanimously to approve the check-signing authority process.

d. Communications (Debbie Ally-Dickerson)

- i. Nothing to report

e. Secretary Report (Andrew Gervase)

- i. Nothing to report

IV. Election of Officers and Board Chair Transition (Board Chair)

a. Re-elected:

- i. Jill Johnson as Vice Chair
- ii. Beth Whitmer as Treasurer
- iii. Andrew Gervase as Secretary

v. Public Comment: An opportunity for members of the public to provide brief comments to the Board.

- a. The lone member of the public in attendance complimented the board on their work.

VI. Next Steps: Discuss next steps and dates.

- a. February 21, 2018 is the next scheduled Board meeting.

VII. Adjourn

- a. The meeting was adjourned at 20:05