

CDCPDA – Wednesday, January 13, 2021 Meeting

Time: 6PM-730PM

Location: Virtual via Zoom

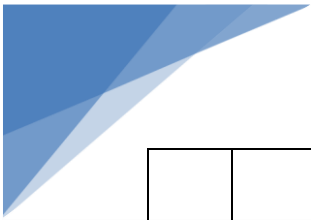


Meeting Minutes:

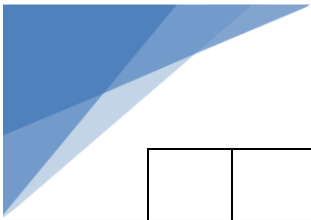
- Attendance
 - Present (Board): Mr. Gerald Bradford, Ms. Shaude' Moore, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte, Dr. Rayburn Lewis, Mr. John Yasutake, Mr. Kelly Jefferson, Mr. Lewis Rudd, Mr. Chukundi Salisbury
 - Staff: James King II, Kathleen Johnson
 - Guests: Charlene Little, DeChelle Henderson, Adrian Collins, Sean Mitchell, Keanna Rose

Item	Discussion point	Notes	Action	Time Allocated (in Minutes)
1	Meeting called to order at 6:04	Quorum called present – Board Introductions presented	Motion to approve the agenda –ADD – appointment of Parliamentarian – 2nd and accepted Request to extended meeting for additional 15	3

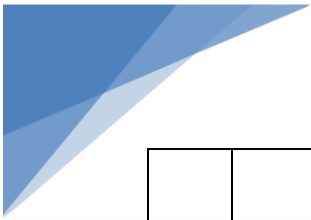
			minutes at 7:28PM by President Lewis. No objections.	
	b. Parliamentary Appointment	Rev. Dr. Phyllis Beaumonte accepted nomination. Motion made by Mr. John Yasutake	Motion 2 nd and Approved	N/A
2	Meeting minutes	None	Motion to approve the minutes – 2 nd and accepted	5
3	Committees	<p>Finance - chaired by Mr. Yasutake –</p> <ul style="list-style-type: none"> Accounting Manual was approved on 12/23. Changes were introduced for full visibility to the Board. Officers and Director to have ability to disburse funds. Treasurer will have oversight. A process suggested we review for reapproval for reconsideration. Board/Public reviewed the Manual Draft/Edits – clarifications by Mr. John Yasutake Checks will be crafted/ordered and bills will be paid. Financial Statements will be available at the upcoming board meeting per Treasurer Financial Status with DOR is under review Committee Meetings on 1st and 3rd Wednesday of every month at 1PM. 	<p>Motion for reconsideration of precious motion on manual approval on 12/23 – Motion 2nd, questions called and carried.</p> <p>Motion to accept the revised Accounting Manual “DRAFT” Last updated January 13, 2021.</p> <p>Please Note: That the accounting manual describes the full duties given to the Executive Director.</p>	10 minutes each for a total of 50 minutes



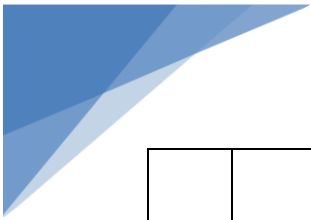
		<p>Alternate Day is Fridays at 1PM.</p> <p>Facilities - chaired by Mr. Bradford -</p> <ul style="list-style-type: none">● Meeting with Sam Lunsford (PM with SCC) on Monday, 1/11 with Mckinstry. Tour conducted.● Change order with Pipe underway.● Daniel Parker is in charge of Maintenance● Cabling review on the 6FL. Will work with Shaude' to get quotes and find out costs savings.● Mckinstry is currently replacing tiling on 6FL.● Need folks to join the subcommittee – Facilities. Gerald will work on meeting schedule/cadence.● PM/Construction Position – RFQ extended to 01/31/2021. Transition tentative for June 2021.● Property Management and PM will be separate.● Next Thursday, 1/21 there will be a “Flush Party” – more to come from James King.● Floors need to be cleaned and audited.● One Tenant currently – AT&T (was there historically)		
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		<p>Programs and Partnerships – chaired by Co Chairs Patricia Hayden and Lewis Rudd –</p> <ul style="list-style-type: none">• Meetings have started. Additional volunteers have jumped in to assist in organization. Met with Eddie Rye Jr and Haward Evans on history of facility and thought it was a good idea to engage them as consultants. Written proposal to come from Evans and rye for Board review.• Strategic Planning meeting - TBD• Community Forum – Council of community members to engage to create a shared vision.• Meetings are every other week at 12PM on Tuesdays <p>Community Communications - chaired by Kelly Jefferson.</p> <ul style="list-style-type: none">• Video Montage finalization in Google Sheets per Ms. Moore for 1/13/2021.• The Facts per Kelly Jefferson was complete.• The Medium – Pending• Information sent to Bishop Davis for the Clergy• Chukundi Salisbury attended a community call on Health in the		
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		<p>Black Community surrounding COVID and spoke on behalf of the Board on our Project</p> <ul style="list-style-type: none">• Kelly Lewis will work on a LinkedIn Page for the CDCPDA. <p>Governmental Affairs (New Committee) – chaired by President Lewis –</p> <ul style="list-style-type: none">• Two meetings so far.• Engagement has been good.• Introductory emails sent to WA State Legislatures and President Lewis has received some responses back.• Meeting are every Thursday at 0800.• Maya Manus with the UL has been supporting and sharing information for community resources in funds.• Meet and Greet proposed in Letter to Legislatures. Pending more responses.		
4	President’s report	Strategic Planning Retreat – HOLD for 02/27, time pending changes to meet schedules. Board and Officers met with Maketa Wilborn as a consultant.	https://www.maketa-wilborn.com/	5
5	Admin & Training	i. Website and Social Media Maintenance Consulting Services Agreement	Stephanie Ogle is our current Webmaster and ED and Secretary is asking to approve	3



			<p>Contract. Payment is \$300.00 a month with payment issue from August 2020 until current...</p> <p>Motion to allow the board members and ED to review make amendments to the contract, issue/sign accept and issue the contract agreement with Ms. Ogle.</p> <p>Motion 2nd and carried.</p>	
6	Public Comments	Community Spotlight/Introductions for Guests!	-Ask for a brief background on the Project to start off our meeting as well as ACK.	
7	Adjourned at 7:47	None		