

CDCPDA – Wednesday, December 09, 2020 Meeting

Time: 6PM-730PM

Location: Virtual via Zoom

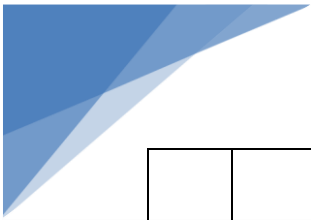


Meeting Minutes:

- 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, Chukundi Salisbury, Dr. Carver Gayton
 - Staff: James King II, Kathleen Johnson
 - Guests: Amesha Lawton, Christopher Bailey, Murray Edwards, Lewis Rudd, DeChelle Henderson, Adrian Collins, Benita Thomas, Truth Allah, Prince Reece, Wyking Garrett, Franklyn

Item	Discussion point	Notes	Action	Assignment
1	Meeting called to order at 6:02	Quorum called present – Board Introductions presented	Motion amend 4E Item – Propose new committee – Government Affairs and to extend Meeting to 8PM - to approve the agenda and end meeting at 8pm – 2 nd and accepted	Action for Secretary to fulfill - Complete

2	Meeting minutes	None	<ul style="list-style-type: none"> Motion to approve the minutes – 2nd and accepted 	President Lewis called for minor edits
3	Conflict of Interest	<ul style="list-style-type: none"> Board members received contract on 12/9. ED asking to sign and send by EOY for completion. 	Completion Date by EOY.	
4	Committees	<p>Finance - chaired by Mr. Yasutake – Balance report – 2500\$ in our account and awaiting 200k grant from SOS. Department of Revenue report for November 2020.</p> <ul style="list-style-type: none"> Account Procedures Manual that needs to be reviewed and approved by next meeting. Need folks to join the subcommittee – Financial Oversight. Committee meets 1st and 3rd Wednesdays at 1pm. <p>Facilities - chaired by Mr. Bradford – SCC is current PM for the facility.</p> <ul style="list-style-type: none"> Project is moving forward! Parking lot construction has not started at this time. Forecast is after rain settles for repaving and should start within 10 days. Building Rekey of exterior locks - Vendor complete on 11/10. Need folks to join the subcommittee – Facilities. 	Account Manual needs to be reviewed by next meeting 12/23.	



		<ul style="list-style-type: none">● PM/Construction Position – RFQ template.● Floors need to be cleaned and audited. <p>Programs and Partnerships – Ground work has been complete. Second phase (who, what and why) – Will be the foundation of this group.</p> <p>Community Communications - chaired by Kelly Jefferson.</p> <ul style="list-style-type: none">● Waiting on Facts and Medium approval for listing. Word is being spread on social media.● Rev. Beaumonte will be doing the CDCPDA Monthly Articles to the Community through the Medium and The Facts. Photos of Dr. McKinney, Rev. Sullivan etc.. will need to go inside the building.● 2021 Calendar in Progress● Bios/Headshots sent to Webmaster● Video Montage List/ Approval sent by Secretary Moore via Google.● Governmental Affairs (New Committee) – Opportunity to advocate for funding. Need a committee to standup as we need to get the ground running	<p>Motion to approve RFQ Draft – Motion moved and 2nd – Approved – All in favor.</p> <p>Danielson, King, Hayden, Rudd, Moore, Bradford – First formal meeting will be next Tuesday.</p> <p>Shared on 12/09 and is pending review.</p> <p>Motion to approve Video Montage cost – Motion moved and 2nd – Approved – All in favor.</p> <p>Salisbury, King, Lewis, Gayton</p> <p>Motion to approve GA Committee –</p>	
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		ASAP. Meetings to start soon.	Motion moved and 2 nd – Approved – All in favor.	
5	President's report			
a	Open Board Position (pre reading bylaws section 7.4 and 7.8)	<ul style="list-style-type: none"> • Lewis Rudd (former Board member, owner of Ezells Chicken) – is withdrawing his resignation and is looking to rejoin! 	Motion to accept Mr. Rudd's reinstatement– Motion moved and 2 nd – Approved – All in favor.	King/Moore to work on getting email set up, added to Address book, emails, drive, training etc...
b	AG Letter ACK	<ul style="list-style-type: none"> • We are not a state agency. • Define Property Taxes • Are we a quasi-state government agency? • Fiscal Sponsor / What is required? 	Rep. Santos is confirming with Legislation about PDAs to get us a better answer.	
c	Black Caucus Hosting	<ul style="list-style-type: none"> • Black Female senator to invite to our public meetings. 		
d	Master Schedule	<ul style="list-style-type: none"> • Send out to Board Members. Expand to suite meetings for committees. 	Subcommittee Descriptions – How do they work interchangeably.	Moore/King to work on drafting subcommittee definition proposal
6	Admin & Training	<ul style="list-style-type: none"> • Email Responses – Done at least once a week. • IT Office Hours – Kelly Lewis after each meeting for 15 minutes. 	<p>Need Board members to check emails atleast once a week for executive updates.</p> <p>If board members are having issues with G Suite services, to contact Kelly Lewis and attend Open Hours.</p>	

7	Topline Goals and Objectives	<ul style="list-style-type: none"> Review of Goals and Discussion 	<p>“Beginning goals” – Vote and modify and will change “Living Document”.</p> <p>Target dates to review in 6 months and make appropriate changes.</p> <p>Motion to adopt goals for the next three months– Motion moved and 2nd – Approved – All in favor.</p>	<p>Some Questions raised in chat:</p> <p>Will or Can this include the Construction Trades Industry?</p> <p>Does this support young people that want to be entrepreneurs?</p>
8	Strategic and Process Planning (Partnerships and Programs)	Strategic Planning Retreat on a Saturday in February – Virtual. 9-noon. 8-noon or 9-1.	No action taken	
9	Public Comments	Reminders for IT training and Involvement!		
10	Adjourned at 7:58	None		