

Board of Directors

Meeting Minutes

Monday, March 18, 2024, 18:15 - 19:15

Attendees: Chocolatté Miller (*President*), Melvin Moore Adams (*Treasurer/Comptroller*), Tanesha Jones (*Vice Chair & Acting Secretary*), Luis Alvarado (*Member At-Large, Advocacy Special Projects*), Tiffany Rowe (*General Counsel*)

Guest: Lauren Silverstone, *Secretary Candidate*

I. Call to Order

Chocolatté to order the meeting for Safe Place at 18:15

- a. **Roll call:** Secretary Name conducts roll call. The following attendees are present: (Attendees stated above)
- b. **Quorum:** The current board of directors has five (5) members and must have five (5) members in attendance until the board of directors has all seven (7) members accounted for.

II. Open Issues

- Motion to approve Meeting Minutes from February 19, 2024 – by Chocolatté

The meeting minutes were approved by a unanimous vote.

- Introduction to board member candidate, Lauren Silverstone: Resume and Interest Review/Q & A for the Secretary candidate – by All

Chocolatté introduced Lauren Silverstone. Lauren then spoke about her background in housing and equal housing rights in the State of Maryland.

Tiffany thanked Lauren for providing her interest in the board of directors.

Luis asked Lauren questions related to her interest and specific drive to learn more about the operations of Safe Place.

Lauren stated she is interested in learning about grant writing and the related processes.

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Melvin provided a question regarding any potential conflict of interest between Lauren's current employer and Safe Place.

Lauren responded she consulted compliance within her organization and there would not be a conflict of interest based on the mission of both organizations and the clients being served.

No further questions for Lauren were presented.

- Motion to vote to elect board member candidate, Lauren Silverstone as Secretary – by Chocolatté

The motion to elect Lauren Silverstone as Secretary passed unanimously.

Chocolatté welcomed Lauren to the Safe Place Board of Directors for a term of April 1, 2024, through May 31, 2027.

- Item to be introduced – *by Tanesha*

Tanesha M. Jones presented her verbal resignation as the Vice-Chair of the board of directors.

Chocolatté accepted her resignation and recognized there is now a vacancy for the role of Vice-Chair.

All board members acknowledged Tanesha's verbal resignation.

- Motion to vote to elect Tanesha M. Jones as Member At-Large, Corporate Regulatory Compliance – by Chocolatté

Chocolatté explained to the board the corporate regulatory compliance role will assist with ensuring compliance of the corporation and housing regulations.

After some additional clarification of the differences between any legality of a compliance issue or concern would initiate a General Counsel consult, when required, otherwise any corporate or housing compliance inquiries should be directed to the Member At-Large, Corporate Regulatory Compliance.

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Following all clarifications, the motion to elect Tanesha M. Jones as Member At-Large, Corporate Regulatory Compliance passed unanimously.

Tanesha will remain in her current Vice-Chair role until March 31, 2024, and officially begin her new role as Member At-Large, Corporate Regulatory Compliance on April 1, 2024.

➤ DC Housing (DCHA) – *by Tanesha*

- *No current updates reported* –

➤ DC Fundraising Solicitation Licensing Requirements – *by Tiffany*

Tiffany indicated both the first and second steps have been fulfilled, and informed the board of the requirements for in-person solicitation as an organization must have a license in effect for each state that solicitations take place.

For clarity, Tanesha mentioned group efforts for in-person solicitation to occur during Capital Pride in June 2024.

Chocolatté noted, merchandise will become available on the Safe Place website in the next couple of months just before Capital Pride.

In this regard, Tiffany clarified that having a donation portal on a website does not count as solicitation for legal matters. Tiffany stated, she will do research into areas that can identify the organization’s legal licensing requirements for solicitation and personal property tax purposes.

III. Updates

➤ Safe Upcoming Board of Directors Role Changes

Chocolatté informed the board that the Treasurer/Comptroller role currently has a potential interested candidate “Scott” to join during our board of director’s retreat next month. Chocolatté also informed the

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board if Scott is elected, Melvin agreed to move into the role as the Vice-Chair of the board after resigning in his current role as Treasurer/Comptroller.

➤ Safe Place Operating Account – by Chocolatté

Chocolatté informed the board we no longer have TD Bank as a financial institution and will now only use our Mercury checking, savings accounts, and the additional account recently opened for operating expenses. Board of director fiduciary pledges may be sent directly through the Mercury account or the Zeffy donation payment platform, emailed with both links to the board on Friday, March 15, 2024.

➤ Finance and Accounting Report – Melvin

– *No transactions took place within the last month.* –

➤ Outstanding Board of Director Fiduciary Pledges – Melvin

Melvin reminded board members about the cumulative fiduciary pledge of \$1,500 annually to be collected from each member that can be contributed through personal funds, by an individual or potential investor having an interest in Safe Place on behalf of a board member or generating funds by conducting a fundraiser to promote the mission of Safe Place. All funds for the year are due on a quarterly basis at the end of each quarter of the fiscal year.

➤ Past Due BOD Grant opportunities added to CRM – by Chocolatté

Chocolatté kindly reminded the board that each director needs to submit a minimum of two grant opportunities and the grant details must be in the ZOHO CRM no later than end of day the Tuesday prior to each board meeting.

➤ DC LGBTQ+ Budget Coalition – by Chocolatté

Chocolatté informed the board, several organizations that received the Cultural Competency grant now after six months post award has not had any community action or training thus far.

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Since the grant kick-off meeting there has been no productivity or updates from the DC Mayor's Office of LGBTQ Affairs.

Additionally, LGBT+ specific housing vouchers are not being utilized under the DC LGBTQ+ Budget Coalition's efforts with the DC Mayor's Office of LGBTQ Affairs and DC Housing Authority (DCHA).

- Board of Directors Retreat – Saturday, April 13, 2024, 11:00-15:30

Tanesha and Chocolatté are hosting breakfast at 10:30 prior to the retreat which begins at 11:00 on Saturday, April 13th. Some of the discussion during the retreat will be the bylaw verbiage for the board member fiduciary pledges and programing efforts/ideas for the remainder of 2024.

New Order of Business

- Tasks for all: Identifying two (2) grants for our procurement team to respond to – Submissions due in the CRM *no later than EOD Tuesday, April 9, 2024.*

Input/Additional Items/Q & A

- Next BOD Meeting: Saturday, April 13, 2024, 14:00, Location WST

Adjournment

Chocolatté adjourned the meeting at 19:15 hrs.