



Board of Directors

Meeting Minutes

Monday, January 15, 2024, 14:08 – 15:34 EST.

Directors Present: Chocolatté Miller (President), Melvin Moore Adams (Treasurer/Comptroller), Tanesha Jones (Vice-Chair/Interim Secretary), Luis Alvarado (Member At-Large, Advocacy Special Projects)

I. Call to order

Chocolatté called to order the meeting for Safe Place at 14:08 EST.

- a. **Roll call: Tanesha** conducted roll call. The following attendees were present: (Attendees stated above)
- b. **Quorum:** The current board of directors has four (4) seats filled and must have (4) directors present until the board of directors has all seven (7) members accounted for. Based on these terms' it was determined quorum was made.
- c. **Agenda:** The meeting agenda was presented to the board of directors by the President, Chocolatté Miller and the motion has been made to call the meeting to order.

II. Proposed update to Bylaws (2)

Chocolatté proposed an update to the bylaws: (1) emphasized the importance of a work environment that practices work like balance, (2) monetary contributions by all board members for the purpose of maintaining the operations of Safe Place.

Neither bylaw was voted upon due the to the following: (1) The verbiage presented for the monetary contributions was not clear and needed to be restructured. All board members agreed to table the vote of the additional bylaw and will set a separate meeting for the purpose of discussing the bylaw in further detail. (2) The bylaw presented regarding a work-life balanced environment was proposed by Chocolatté was advised by Melvin to be implemented into the organizational Standard Operating Procedure (SOP) and not in the bylaws. All board members agreed to have the verbiage added to the SOP and not the bylaws.

No date was set for a bylaw discussion regarding the monetary contributions for the board of directors. Melvin proposed that the present board members entrust the current chairperson (President) to determine an establish amount for the inaugural board to pledge, to assist with the operational budget of the organization and coordinate an official schedule for consistency. The previously announced and



established amount of three-hundred seventy-five dollars every quarter on a calendar year basis for the fiscal years of 2024/2025 will be set officially on a date deemed appropriate for board members until the exact language is establish for the proposed bylaw; until that time the board of directors will pay the monetary contributions as discussed beginning in the first quarter of 2024.

Chocolatté, Tanesha and Luis all agreed.

Recruiting

Tanesha has no viable candidates for hire.

Chocolatté also stated he has been making efforts to post on all organizational social media platforms like Instagram, Facebook, LinkedIn, etc., in addition to networking daily.

Luis provided information about a co-worker, Daniel E., who is interested and qualified to be apart of the board. Luis also suggested the members of the board to create white paper videos as a recruiting initiative to provide incoming prospects with more information about Safe Place and the Board of Directors.

Melvin stated that the cohort whom he originally suggested is not able to commit the time for a start up. However, he has been working with a local social worker that is also interested in Safe Place's mission. Melvin stated he was awaiting a confirmation of their time and financial obligation.

Tanesha clarified with the remaining Board of Director recruitment needs. Currently 3 spots are left: (1) Secretary, (1) General Counsel and (1) Member At-Large, Legal Advisor.

III. Fiscal Updates

Melvin advised the balance of the accounts. The balance on the account was noted as \$223.75. The deposit amount for December was \$918.00 and the operational expenses for the month was \$558.74. Chocolatté contributed \$857.00 of the deposits. A payment of \$130.00 is due by April 1, 2024, to cover the renewal of licensures for DC.

Chocolatté's MOU expires in July 2024. A discussion needs to be made to either extend the MOU or raise the funds to provide compensation to cover the funds due.

IV. Grant Writing

All current board members now have access to our CRM, however, Luis discussed issues with accessing the website. Luis offered to make tutorial videos on how to use the CRM for future Board of Directors. No other updates were provided.

V. Inaugural Legacy Brunch

Scheduled for March 23, 2024, from 11am to 2pm at the Marriot Georgetown. Chocolatté provided an update about the proposal and the price to reserve and occupy the of the venue. Chocolatté also discussed



organizing a committee for planning and financing the event. Tanesha volunteered to purchase and arrange the decorations and suggested two volunteers for entertainment.

VI. DC LGBTQ+ Budget Coalition

Chocolatté attended the winter retreat at Joseph's House. During the retreat the tier levels were discussed and the requirement of a monetary commitment based on the tier level chosen. Chocolatté suggested participating in tier 2 because of the vital information the coalition provides and the importance of the partnership within the LGBTQ+ nonprofit community.

VII. Input/Q & A

Tanesha suggested selling merchandise on the Safe Place website for residual revenue. Chocolatté agreed this is a great idea and the website is currently setup to sell merchandise and suggested we discuss further at a later date when we have additional details on the merchandise aspect.

Next meeting: Monday, February 19, 2024, 18:00 at WST

VIII. New Order of Business

Chocolatté tasked the members of the board to identify donors to attend the Inaugural Legacy Brunch or to donate for the event's purpose from today until the ticket purchase deadline.

IX. Adjournment

Chocolatté: "Adjourned the meeting at 1534 hours "