



Board of Directors

Meeting Minutes

Monday, February 19, 2024, 18:41-19:45 EST

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

I. Call to order

Chocolatté calls to order the meeting for Safe Place at 18:41 HRS.

- a. **Roll call:** Secretary Name conducts roll call. The following attendees are present: (Attendees stated above)
- b. **Quorum:** The current board of directors has four (4) members and must have four (4) members in attendance until the board of directors has all seven (7) members accounted for.

II. Open Issues

- Motion to approve Meeting Minutes from Emergency Meeting on November 19, 2023, and the scheduled meeting on January 15, 2024. – by Chocolatté (18:43)

(November emergency meeting established to vote in Luis Alvarado as Member At-Large, Advocacy Special Projects)

- Introduction to Board Member Candidate, Tiffany Rowe: Resume and Interest Review for General Counsel – by Chocolatté (18:45)
- Motion to vote for Board Member Candidate, Tiffany Rowe as General Counsel – by Chocolatté (18:50)

Tanesha second the motion, all other board members voted in favor of the motion. The motion to vote for Ms. Tiffany Rowe as General Counsel passed unanimously.



- DC Housing (DCHA) – *by Tanesha*

DC Housing staff informed Tanesha about ongoing communication with DCHA. Tanesha to follow up via email (and receive point of contact) to understand what the required documents are. This information should indicate SAFE PLACE’s financial capacity and coverage towards housing vouchers.

Chocolatté informed the board about grant efforts and potential use of grant funds to cover housing vouchers affecting beneficiaries. Additionally, Chocolatté mentioned a third-party platform recently established to commence a fundraising goal of \$360,000 for the 2025 Programming Year (PY). In response, Melvin then commented that nonprofits must also have a solicitation license to proceed with any fundraising collection. Tiffany made a note, she will investigate said licensing requirements.

- Board Recruitment Efforts – *by All (19:03)*

Chocolatté has provided social media posting and network efforts during Safe Place meetings across the board. He has found a possible candidate for the role of Treasurer. The candidate is a former CFO and has an extensive professional background in finance and is currently working with a local organization as the Director of Finance. In the case scenario of the candidate being approved, the current Treasurer (Melvin) would then transition into the role of Secretary.

Tanesha – Ongoing efforts, no members recruited currently.

Luis – Ongoing recruiting of two co-workers and hoping to have one volunteer join during the legacy brunch planning meeting later in 2024.

Melvin – Currently speaking with two potential volunteers and evaluating skills sets in social work and assure any conflict of interest if individuals were to join the BOD.

III. Updates

- Treasurer’s Finance & Accounting Report – *by Melvin*

No transaction activity with all accounts in the last 30 days. Board members will receive communication and the link for fiduciary pledges and the related conditions discussed by the board. The communication will also include a copy of the drafted budget for board members to review and further discuss any changes to be made.



- Inaugural Legacy Brunch Rescheduling – by Chocolatté

The Inaugural Legacy Brunch was rescheduled due to the need for additional funds to be raised, an increase in attendees, and to allow the board sub-committee time to coordinate event logistics. In this note, Tiffany suggested having a shared document/ timeline tracker to see next steps.

Luis to provide a draft project timeline that describes initial steps and fundraising goals towards reserving hotel/event space for targeted date of May 3, 2025.

- DC LGBTQ+ Budget Coalition – by Chocolatté

Chocolatté to review list of testimonies and attending meeting in March 2024. Coalition providing documents to DC representative while presiding in court. Safe Place to provide content to share with other Coalition members to use as testimony for advocacy efforts at a later date.

IV. New Order of Business

- Tasks for all: Identifying two grants for our procurement team to respond to – Submissions due in the CRM no later than EOD Tuesday, March 12, 2024.
- March 15, 2024 – Board of director Fiduciary Pledges due

Noted at 19:32, Melvin reminded the board about the previously tabled conversation that solid amount (*previously proposed amount of \$375.00 per quarter*) per pledge not defined in accordance with the bylaws. He indicated the need to host a round-table discussion to best inform potential candidates and new board members about financial capacity and efforts to provide clear communication in this regard. Furthermore, the argument to be discussed that the language and categorization of donations are set in place beforehand.

- Participation and Involvement in PRIDE and TRANS-PRIDE

BOD members are invited to participate and support outreach efforts in both listed events.

- ⇒ Capital Pride Reveal occurring Thursday, February 29th at 19:00 hrs. at the PennSocial
- ⇒ Safe Place to have a table booth at Capital Pride Festival to build presence in support of organization's mission.



- Upcoming Board of Directors Retreat – Tiffany to send an email to the board and select an ideal date for all members to attend in March or April 2024. Board members to send responses and solidify a date to hold the retreat.

V. Input/Additional Items/Q & A

- Next Meeting: Monday, March 18, 2024, 18:00, Location WST

VI. Adjournment

Chocolattè adjourned the meeting at 19:45 HRS.