



Board of Directors

Meeting Minutes

Monday, September 11, 2023, 17:30 – 19:00

Directors Present: Chocolatté Miller (President), Melvin Moore Adams (Treasurer/Comptroller), Tanesha Jones (Vice-Chair/Interim Secretary) **Guest Present:** Lorenzo Bent (Grant Writer) and Shiv Chetty (Secretary Candidate)

I. Call to order

Chocolatté called to order the meeting for Safe Place at 17:41 EST.

- a. **Roll call: Tanesha** conducted roll call. The following attendees were present: (Attendees stated above)
- b. **Quorum:** The current board of directors has three of five (3 of 5) seats filled and must have three (3) directors present until the board of directors has all five (5) 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. Open Issues

- *Motion to approve meeting minutes for July 20th and August 14, 2023.*

Motion was approved by all members.

- *Grant Submission Update - by Lorenzo*

Lorenzo outlined the two grants he wrote responses to for the D.C. Mayor's Office of LGBT Affairs. The Violence Prevention and Response Grant and Cultural Competency Training Grant.

All questions throughout Lorenzo's presentation on his prepared grant responses were asked by Melvin and Tanesha and answered without any follow-up required.



- *Proposed Line-Item Grant Expenses Submission Update - by Chocolatté*

Chocolatté outlined the preset expenses for Safe Place related to anticipated expenses for the performance of both the Violence Prevention and Response Grant and Cultural Competency Training Grant.

Melvin and Tanesha provided insight on correcting the structure of the line-item expenses to include a total yearly projection of expenses for Safe Place programming as a whole and not to make the response for expenses specific to the grants.

All questions throughout the presentation by Chocolatté on his prepared line-item breakdown of expenses for the grant response were asked by Melvin and Tanesha and answered without any follow-up required. Additionally, Shiv provided his own input on some of the accounting structure of the prepared response to be considered.

- *DCHA and ERAP Update - by Tanesha*

Tanesha: Stated progress on DCHA is still open-ended without any change but will reach out to a contact at the Urban League for assistance on the process and follow-up with everyone on **Friday, September 15, 2023**.

- *Board Recruitment for General Counsel and Secretary roles- by Chocolatté*

Chocolatté: Has been diligently working on board recruitment by posting board vacancies, conducting interviews, and holding meetings with various nonprofit and for-profit professionals with the experience needed for the board of directors. During this work of finding General Counsel and a Secretary, Shiv Chetty who is present today is evidence of said work.

- *Grant Writer Interview Update- by Chocolatté*

Chocolatté: Stated he has narrowed down two grant writers to bring on board on a consultancy basis to move forward with for future grant responses. Additionally, moving forward all board members will split responsibilities on searching for potential grants to go respond to and assign to any grant writers currently on the team.

III. New Business

Tasks for September - October: (TO DOs until the next meeting)



- Each board member will share one (1) grant to respond to and send to Chocolatté via email to present to the grant writers.
- All: Draft financial proposal for Capital Impact Partners due at the next meeting

IV. Input/Q & A

- *None* -

V. Updates

- *None* -

VI. Adjournment

Chocolatté: “Adjourned the meeting at 19:03”