



Board of Directors

Meeting Minutes

Monday, October 23, 2023, 18:00 – 19:30

Directors Present: Chocolatté Miller (President), Melvin Moore Adams (Treasurer/Comptroller), Tanesha Jones (Vice-Chair/Interim Secretary) **Guest Present:** David McRae (Procurement Advocate, Grant Writer)

I. Call to order

Chocolatté called to order the meeting for Safe Place at 18:14 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. Grant Progress Update – by David

After introductions were made to the board of directors and everyone welcomed David to Safe Place's development team as a Procurement Advocate on a consultancy basis; David provided an update on grant responses made, in progress, and grants in the pipeline to respond to.

Chocolatté reiterated that all board members will be responsible for gathering grants to respond to as David will be solely responsible for providing grant responses.

Chocolatté motioned for an executive session, all members voted for an executive session unanimously at 18:38.

The executive session ended at 17:11 and Chocolatté called the board of directors meeting to order.



III. Open Issues

- *Motion to approve meeting minutes from Monday, September 11, 2023, emailed to all members of the board on Monday, October 16, 2023.*

Motion was approved by all members.

- *Capital Impact Partners Finance Proposal & Communications*

Chocolatté provided an updated on the lack of response from Faith Ohai, Business Development Officer at Capital Impact Partners after several attempts to reach her or an available colleague in her office to find out next steps on moving forward with potentially receiving assistance purchasing a building for community housing. Despite being unable to reach Faith within the last thirty days, Chocolatté noted he will continue to follow-up in hopes of reaching someone that may be able to assist in the process.

- *DC Housing (DCHA) - by Tanesha*

Tanesha stated she will need to find an alternate contact due to the person she is currently in connection with is unresponsive. Tanesha is unsure if her contact at DCHA is still with the agency. She will make another attempt by contacting DCHA with a general inquiry.

Additionally, Tanesha will reach out to Urban Leage to inquire about their process of obtaining funding for rapid rehousing.

- *DC Mayor's Office of LGBT Affairs grant submissions & Internal Supporting Documents*

Chocolatté followed up with an apology regarding the missed deadline for the two-grant submissions after the last board of directors meeting. Chocolatté noted that moving forward all tasks and supporting documentations required for all grant submissions will be handled differently in the future. (i.e. pre-submission grant review teams.)

- *Board Recruitment – by all*

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. The At-Large, Advocacy Special Projects was proposed to a candidate that was previously interviewed for a grant writer role. The vacancy postings and interviews for the General Counsel role and Legal At-Large Member are still underway.



Tanesha: Has a person in mind but is certain the person does not have the capacity to join the board of directors at this time. Tanesha will follow-up on any other updates after brainstorming other potential candidates.

IV. Updates

- *Treasurer's Finance & Account Update – by Melvin*

*** Melvin reported out of both accounts there is a total of \$13.86. (\$0.86 is in our savings account with Mercury Bank and \$13.00 is in our TD Bank checking (operating account). ***

- *LGBTQ+ Black Leaders Caucus Reception on September 20th – by Chocolatté*

Our new Community Outreach Advocate, Br'yan Azuekwu attended the LGBTQ+ Black Leaders Caucus Reception with Chocolatté where networking to partner with other organizations a familiarize community leaders on Safe Place and our goals. Most importantly, the first connection with Japer Bowles, Director of the DC Mayor's Office of LGBTQ+ Affairs.

- *Maryland LGBT+ Veteran Affairs Event in Baltimore, MD on September 30th – by Chocolatté*

This was an event to promote suicide prevention within the LGBT+ community. Safe Place had a booth arranged at the event with suicide prevention information as well as on the spot activities of relaxation and release as a presentation of easy ways to relieve those experiencing situations of tension.

- *Board Members/Partners: Abreast on the innerworkings of Safe Place – by Chocolatté*

Chocolatté stated his goal for everyone involved in Safe Place in every way, to include the Board of Directors and partners to be aware of all services Safe Place provides and to what people we serve. Basic details and all documents associated with the Safe Place website can be found on the internal Safe Place communications site within the organization's Microsoft Office online suite. All board members were reminded to educate themselves on all Safe Place information and background data.

- *Safe Place White Paper – Final Draft*

Chocolatté stated the white paper is now complete and available to view on SharePoint and was also emailed to the board of directors. Additionally, this document can serve as an additional resource for Safe Place knowledge.

- *Staffing – Part-time/ Temporary, Executive Assistant (TBD) in 2024*

Chocolatté stated this item is not pressing at this time, however, it is something that needs to be on everyone's radar for financial preparation of FY2024. Ideally, an executive assistant or a like role will be



needed for several administrative tasks that will be cumbersome as an Executive managing the day-to-day.

V. New Order of Business

Tasks for November & December 2023: (TO DOs until the next meeting)

- Each board member will share six (6) grants to respond to and send to Chocolatté via email to present to the grant writer.
- Board of Directors & Staff Background Check/Drug Screening for all future candidates
- Upcoming Inaugural LGBTQ+ Housing Summit (November 29th & 30th) All are welcome to participate.
- Safe Place Inaugural Legacy Brunch Fundraiser – Saturday, March 23, 2024 (Possible venue near Dupont Circle)
- Upcoming Meetings/Events - All board meetings moving forward will be on the third Monday of each month at 18:00, until notified otherwise.

VI. Input/Q & A

- *Next meeting: Monday, December 18, 2023, 18:00 at WST (Tanisha's Location)*

VII. Adjournment

Chocolatté: “Adjourned the meeting at 20:00”