

MEETING OF THE COMMITTEE ON CONTRIBUTIONS

April 25, 2023

3:00 p.m.

Murfreesboro Municipal Airport
Business Center

AGENDA

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| 1. | Approval of Minutes of February 28, 2023 Committee Meeting | Action |
| 2. | Status of Trust funding | Information |
| 3. | Review of Current City Strategic Partners | Information |
| 4. | Review of City's Current Grant Process | Information |
| 5. | Sample Grant-Making Software | Information |
| 6. | Other Business | Action/Information |
| 7. | Setting of Next Meeting | Action |
| 8. | Adjournment | Action |

MINUTES
Committee on Contributions
February 28, 2023

The Murfreesboro Community Investment Trust Committee on Contributions met in the Business Center at the Murfreesboro Municipal Airport at 4:00 p.m. on Tuesday, February 28, 2023. The following board members were present and in attendance:

Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Ronnie Martin
Carl Montgomery
Collier Andress Smith

Also present at this meeting were:

Craig Tindall, City Manager
Adam Tucker, City Attorney
Jennifer Brown, City Recorder/Finance Director
Angela Jackson, Executive Director Community Services
Karen Lampert, Grant Manager

City Manager Craig Tindall called the meeting to order and determined a quorum was present. Mr. Tindall thanked everyone for their time and presented the first action item on the agenda to elect a Committee Chair. The election of the Committee Chair was done by ballot vote of all members present. Committee member Carl Montgomery was elected the Committee Chair.

Control of the meeting was then transferred to Mr. Montgomery as the Committee Chair. Mr. Montgomery presented the next item on the agenda to appoint a Committee Secretary. Mr. Tindall stated that City Recorder Jennifer Brown was very capable of doing the job and the secretary for the Murfreesboro Community Investment Trust Board of Trustees to which the Committee would be reporting. A motion to appoint Ms. Brown as the Committee Secretary was put forward by Ms. Smith and seconded by Ms. Lien. There being no further discussion, the motion passed by unanimous vote of the members present.

Mr. Montgomery then turned the floor over to City Attorney Adam Tucker to review the structure and function of the trust, board, and committee. He went over the annual distribution percentages and explained the role of the committee in determining distribution amounts to charitable entities and the deadlines for reporting.

Mr. Montgomery asked Mr. Tindall to review the bylaws. Mr. Tindall stated that under the Trust agreement, the Board of Trustees adopted standard operating bylaws at its meeting on January 24, 2023.

Mr. Montgomery then asked Mr. Tindall to review the Board policies. The whistleblower, document retention, and conflict of interest policies were adopted by the Board of Trustees at its meeting on January 24, 2023.

Mr. Tindall presented the next item on the agenda related to the Trust funding. Mr. Tindall explained that the funds are currently held by the City pending a tax question to establish the Trust EIN. Funds totaling approximately \$41 million are set aside to be transferred to the Trust once the EIN is established. Additional discussion on the background of the creation and goal of the Committee ensued.

There was a question about open meeting law requirements. Mr. Tucker confirmed that all meetings would be under the Open Meetings laws in place.

There was a discussion on the purpose to which the funding could be distributed. Mr. Tucker read the purpose of the Trust that indicated there is a broad scope of ways the funds could be invested in the community. It was also clarified that the City is currently supporting those kind of programs through strategic partnerships. Mr. Lynch asked about the requirements for the organizations applying for funding. Ms. Jackson, Executive Director Community Services explained that the criteria used by the City has been fairly traditional with flat amounts going to the same organizations year over year. She also stated that there were currently 30 to 35 agencies that are currently receiving funds from the City. There was clarification given that while organizations do not need to be headquartered in Murfreesboro, they do need to be funded for operations in Murfreesboro.

Mr. Tindall then reviewed the budgeting process and timing, stating that the City would budget another year of strategic partnership funding for the fiscal year 2024 that begins July 1, 2023 as there is not enough time to determine the Trust distributions for this budget year. The Committee will start their process for budgeting and determining distributions with the next budget year that starts July 1, 2024, with distributions to be determined in early 2024 during the fiscal year 2025 budget process.

There was also discussion on software to manage the application process. Ms. Lampert, Grant Manager, has researched and different applications along with Board member Anne Davis to come back with a recommendation for the Committee to use in the application process. The application software they were focusing on at the time of the Committee meeting allowed for online review of applications and was subscription.

There was a discussion on meeting days, frequency, and time. There was consensus on April 25, 2023, at 3:00 p.m. at the same location for the next meeting.

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The committee was polled on any topics for the next meeting. Topics will be the grant application review process and the review of nonprofit financial criteria and productivity.

There was no other business.

There being no further business, Chairman Montgomery announced the meeting adjourned at 4:59 p.m.

ATTEST:

CARL MONTGOMERY – COMMITTEE CHAIR

JENNIFER BROWN - CITY RECORDER/
COMMITTEE SECRETARY