

## MEETING OF THE COMMITTEE ON CONTRIBUTIONS

August 9, 2023

3:00 p.m.

Murfreesboro Municipal Airport  
Business Center

### AGENDA

- |    |   |                    |
|----|---|--------------------|
| 1. | Public comment  | Information        |
| 2. | Approval of Minutes of May 15, 2023 Committee Meeting<br>[Attachment 1] | Action             |
| 3. | Status of Grant-making Software   | Information        |
| 4. | Update on Board of Trustees Meetings                                    | Information        |
| 5. | Financial Update  | Information        |
| 6. | Other Business  | Action/Information |
| 7. | Setting of Next Meeting   | Action             |
| 8. | Adjournment   | Action             |

**ATTACHMENT 1**

---

Murfreesboro Community  
Investment Trust  
Benefiting the Murfreesboro Community

MINUTES  
Committee on Contributions  
May 15, 2023

The Murfreesboro Community Investment Trust Committee on Contributions met in the Business Center at the Murfreesboro Municipal Airport at 1:00 p.m. on Monday, May 15, 2023. The following board members were present and in attendance:

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

Collier Andress Smith was absent and excused from this meeting.

Also present at this meeting were:

Craig Tindall, City Manager  
Jennifer Brown, Committee Secretary/City Recorder/Finance Director  
Angela Jackson, Executive Director Community Services  
Sam Huddleston, Assistant City Manager  
Erin Tucker, Budget Director  
Chad Gehrke, Airport Director  
Ronald Head, System Analyst  
Karen Lampert, Grant Manager

Chair Montgomery called the meeting to order and determined a quorum was present.

The minutes from the April 25, 2023, meeting were presented to the Committee for consideration. Mr. Hinkle made a motion that the minutes be approved as presented. Mr. Lynch seconded the motion, and all members of the Committee present voted "Aye".

WizeHive gave a presentation on their grant processing software. Mr. Martin arrived at the beginning of the WizeHive presentation. The overview from WizeHive's presentation were that the pricing is program based, implementation is six to eight weeks, forms are customizable with various reporting features and a high level of security. The estimated cost is an average of \$10,000 per year with a one-time onboarding fee of \$5,000, which includes

**Murfreesboro Community Investment Trust**

*Committee on Contributions Minutes*

*May 15, 2023 Page 2*

training. The Committee thanked WizeHive for their time. During discussion of the grant software, the Committee inquired regarding the experience of Karen Lampert, Grant Manager, between WizeHive and Foundant Technologies (Foundant). Ms. Lampert stated that as a user, both programs were very similar.

During the time prior to the start of the call for Foundant's presentation, Chair Montgomery asked Craig Tindall, City Manager, to present the next item on the agenda. Mr. Tindall gave the update on the Board of Trustees stating the Board had selected a consultant to assist in the search for an Outsourced Chief Investment Officer and a budget would be presented at the next Board meeting scheduled for June 7, 2023, and would include the granting software for the Committee.

Chair Montgomery moved item 5 on the agenda up before the Foundant presentation to determine the next meeting date as time permitted. The Committee determined the next meeting would be July 11, 2023, at 3:00 p.m. in Business Center at the Murfreesboro Municipal Airport.

Aaron Spavecek and Erin Cheek presented Foundant grant processing software. Foundant's presentation walked through the system interface, application process and associated tools, customizable application questions, various reporting options, and system for administrators. The cost of the standard two-year license is \$11,550 plus a one-time \$2,500 training fee. The basic license cost is \$8,500 with a \$2,000 training fee. Foundant was thanked for their time.

Discussion ensued regarding the presentations from the vendors and which vendor to choose as the Committee's grant processing software vendor. Ms. Lampert was asked for her opinion on the two vendors and which she would choose. She stated that Foundant seemed more relevant, and their dashboards appeared cleaner and more user friendly.

**Murfreesboro Community Investment Trust**

*Committee on Contributions Minutes*

*May 15, 2023 Page 3*

Mr. Hays made a motion to purchase a license from Foundant with staff determining which package would be needed. Mr. Hinkle seconded the motion, and all members of the Committee present voted "Aye".

There being no further business, Chair Montgomery announced the meeting adjourned at 2:39 p.m.

ATTEST:

\_\_\_\_\_  
CARL MONTGOMERY – COMMITTEE CHAIR

\_\_\_\_\_  
JENNIFER BROWN - CITY RECORDER/  
COMMITTEE SECRETARY