

MEETING OF THE COMMITTEE ON CONTRIBUTIONS

September 12, 2023

1:00 p.m.

Murfreesboro Municipal Airport
Business Center

AGENDA

- | | | |
|----|--|--------------------|
| 1. | Public Comment | Information |
| 2. | Approval of Minutes of 8/9/23 and 8/29/23 Meetings
[Attachment 1] | Action |
| 3. | Discussion of Grant-making Software | Information |
| 4. | Other Business | Action/Information |
| 5. | Adjournment | Action |

ATTACHMENT 1

Murfreesboro Community
Investment Trust
Benefiting the Murfreesboro Community

MINUTES
Committee on Contributions
August 9, 2023

The Murfreesboro Community Investment Trust Committee on Contributions met in the Business Center at the Murfreesboro Municipal Airport at 3:00 p.m. on Wednesday, August 9, 2023. The following committee members were present and in attendance:

Wade Hays
Lynn Lien
Lyle Lynch
Ronnie Martin
Carl Montgomery, Chair
Collier Andress Smith

Mr. John A. Hinkle, Jr. 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
Adam Tucker, City Attorney
Katie Driver, Staff Attorney
Angela Jackson, Executive Director Strategic Services
Karen Lampert, Grant Manager
Erin Tucker, Budget Director

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

Chair Montgomery announced the first item on the agenda is a time for public comment on actionable items on the agenda. Chair Montgomery declared the public comment period open. After confirming no one had signed up to speak during the public comment period, Chair Montgomery declared the public comment period closed.

The minutes from the May 15, 2023, meeting were presented to the Committee for consideration. Mr. Lynch made a motion that the minutes be approved as presented. Mr. Hays seconded the motion, and all members of the Committee present voted "Aye".

Murfreesboro Community Investment Trust

Committee on Contributions Minutes

August 9, 2023 Page 2

Angela Jackson, Executive Director Strategic Services, updated the Committee on the status of the grant-making software. Mr. Martin arrived at the beginning of Ms. Jackson's update. Ms. Jackson stated that a contract with Foundant Technologies (Foundant) had been signed and that training had started to set up the application in the software. Karen Lampert, Grant Manager, presented additional details on the process to build the grant software, grant making best practices, and Foundant's training platform with sample application and evaluation for the Committee to review and begin narrowing focus to specific objectives important to the Committee.

City Manager Craig Tindall updated the Committee on the status of the Board of Trustee's search for Outsourced Chief Investment Officer (OCIO) stating that Requests for Proposals (RFP) had been sent to seven potential OCIO's by Alpha Capital Management (Alpha). The next meeting is anticipated to be set up in October to interview selected OCIO's with additional meetings to review and select the OCIO for the Trust.

Mr. Tindall reported that there was approximately \$51 million currently invested in conservative investments and earning interest in the Trust.

The Committee determined that a workshop to work through the application details was the best approach. Ms. Jackson and Ms. Lampert suggested scheduling the workshop after they returned from a philanthropic training in Atlanta to bring that training back to the workshop to help with the application process and building the guidelines and evaluation criteria. The Committee determined the workshop would be scheduled for August 29, 2023 at 10:00 a.m. in the Business Center at the Murfreesboro Municipal Airport. The Committee set additional meeting dates for September 12, 2023, at 1:00 p.m. in the Business Center at the Murfreesboro Municipal Airport to review the application prior to going live, September 26, 2023, at 1:00 p.m. in the Business Center at the Murfreesboro Municipal Airport to finalize the application by vote, and October 17, 2023, at 1:00 p.m. in the Business Center at the Murfreesboro Municipal Airport to train Committee members on Foundant.

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City Attorney Adam Tucker announced that Katie Driver, Staff Attorney, would serve as the primary legal counsel for the Committee.

There being no further business, Chair Montgomery announced the meeting adjourned at 4:02 p.m.

ATTEST:

CARL MONTGOMERY – COMMITTEE CHAIR

JENNIFER BROWN - CITY RECORDER/
COMMITTEE SECRETARY

Murfreesboro Community
Investment Trust
Benefiting the Murfreesboro Community

MINUTES
Committee on Contributions
August 29, 2023

The Murfreesboro Community Investment Trust Committee on Contributions met in the Business Center at the Murfreesboro Municipal Airport at 10:00 a.m. on Tuesday, August 29, 2023. The following committee members were present and in attendance:

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

Also present at this meeting were:

Craig Tindall, City Manager
Jennifer Brown, Committee Secretary/City Recorder/Finance Director
Katie Driver, Staff Attorney
Angela Jackson, Executive Director Strategic Services
Karen Lampert, Grant Manager
Sam Huddleston, Assistant City Manager
Ronald Head, Assistant Director of IT
Darren Gore, Assistant City Manager Water Resources
Erin Tucker, Budget Director
Chad Gehrke, Airport Manager
Mike Browning, Public Information Officer

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

Chair Montgomery announced the first item on the agenda is a time for public comment on actionable items on the agenda. Chair Montgomery declared the public comment period open. After confirming no one had signed up to speak during the public comment period, Chair Montgomery declared the public comment period closed.

Karen Lampert, Grant Manager, started the grant-making workshop with a presentation discussing the grant-making cycle. Angela Jackson, Executive Director Strategic Services, discussed the format of the workshop with the Committee. Committee members

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individually went around to pages set out on tables set up around the conference room and wrote their responses to the following questions: 1) what do you hope to accomplish by serving on this committee; 2) what problems do you want to solve in Murfreesboro; 3) what other funds and resources are available for Murfreesboro non-profits; 4) what applications do you expect to see; 5) what information from a non-profit is important to you that gets you to a YES; 6) what things will lead you to a NO; 7) questions from the Committee; 8) research questions; and 9) comments. After Committee members had time to respond to each of the questions, Ms. Jackson and Ms. Lampert read out the responses and additional discussion took place to help with clarification and development of the application.

The Committee broke at 11:23 a.m. for a lunch break and returned at 12:00 p.m.

Ms. Lampert reviewed the sample application, defining each of the sections and how it functioned within the software. The Committee members were asked to write responses to each application section listing the focus areas and items that were important to the Committee members. The application sections included for written responses were 1) eligibility criteria, 2) organizational background, 3) project scope, 4) governance/leadership capacity, 5) goals/objectives/measurements, and 6) need. After written responses were gathered, Ms. Jackson and Ms. Lampert lead discussion over the responses including reading the responses and discussing any additional comments for clarification in developing the application.

Ms. Lampert provided the Committee with an example evaluation for review and to show how scoring of applications and certain focus areas would impact the evaluation process within the software.

Ms. Jackson and Ms. Lampert thanked the Committee for their input and will take the information gathered during the workshop to finalize the application for the Committee to review.

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There being no further business, Chair Montgomery announced the meeting adjourned at 1:48 p.m.

ATTEST:

CARL MONTGOMERY – COMMITTEE CHAIR

JENNIFER BROWN - CITY RECORDER/
COMMITTEE SECRETARY