

Murfreesboro Community
Investment Trust
Benefiting the Murfreesboro Community

MINUTES
Committee on Contributions
September 12, 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 Tuesday, September 12, 2023, with Chair Carl Montgomery present and presiding and with the following Committee Members present and in attendance, to wit:

Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Collier Address Smith

Committee Member Ronnie Martin was absent and excused from this session.

Also present at this meeting were:

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
Erin Tucker, Budget Director
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.

The minutes from the August 9, 2023, meeting and the August 29, 2023, meeting were presented to the Committee for consideration. Mr. Hays made a motion that the minutes

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be approved as presented, seconded by Mr. Hinkle. Upon roll call said minutes were approved by the following vote:

Aye: Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Collier Address Smith
Carl Montgomery

Nay: None

Chair Montgomery opened discussion on the grant-making software with a proposal that the Committee review the changes made to each section of the application, evaluation, and guidelines from the prior workshop meeting to determine if changes discussed had been included in the revisions. The Committee reviewed the application sections and noted that the financials section would include an additional form that is still being developed with Mr. Martin's help to collect budget data for a simple, standard format for presenting budget information. Mr. Lynch suggested that the question regarding reserves be rephrased from a range of months to a minimum of four months. The Committee Members discussed the suggested revision and asked staff to make the recommended change to the application.

The Committee's review of the evaluation included discussion regarding the scoring scale and distribution amounts. Angela Jackson, Executive Director Strategic Services, confirmed the scoring scale was for the Committee Members reference and could be amended based on discussion from the Committee. Ms. Jackson will make revisions as requested to present to the Committee at the next meeting.

The Committee reviewed changes to the application guidelines, including the removal of the distribution percentages. Ms. Jackson presented handouts with character limits to the Committee Members for review. Mr. Hinkle made a motion to reduce the limit for the program/project design section on page four of the application to 2,500 characters maximum, seconded by Ms. Smith. Upon roll call said motion was approved by the following vote:

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Aye: Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Collier Address Smith
Carl Montgomery

Nay: None

The Committee discussed the scoring in the evaluation with a focus on the project design and description section at the top of page three. Mr. Hays made a motion to revise the project design and description section at the top of page three in the evaluation to read "The project design/description clearly defines the need, scope and impact of the project", seconded by Ms. Smith. Upon roll call said motion was approved by the following vote:

Aye: Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Collier Address Smith
Carl Montgomery

Nay: None

Mr. Hinkle requested the Committee consider a change in scheduled meeting time. Discussion ensued regarding scheduling of future meetings. The Committee determined the next meeting will remain as scheduled and previously advertised for September 26, 2023, at 1:00 p.m. in the Business Center in the Murfreesboro Municipal Airport, and the future meetings would start at 1:30 p.m., effective with the meeting scheduled for October 17, 2023, at 1:30 pm in the Business Center in the Murfreesboro Municipal Airport.

Mr. Hays made a motion to approve the application and evaluation with revisions, seconded by Ms. Lien. Upon roll call said application and evaluation with revisions were approved by the following vote:

Aye: Wade Hays
John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch

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Collier Andress Smith
Carl Montgomery

Nay: None

There being no further business, Chair Montgomery announced the meeting adjourned at 2:03 p.m.

ATTEST:

CARL MONTGOMERY – COMMITTEE CHAIR

JENNIFER BROWN - CITY RECORDER/
COMMITTEE SECRETARY