



Commission Board Meeting Minutes Wednesday, June 16, 2010

Chairman Robert Marshall called the Commission Board Meeting to order on Wednesday, June 16, 2010 at 10:06am in the Indiana Government Center South, conference room 17.

Roll Call

Kenneth Allen, Tim Brown, Mindy Lewis, Virgil Madden, Robert Marshall, Elijah Neal Jr., Shanida Sharp-Byrnes, Adrienne Shields, Marco Deckard sitting in for Jamal Smith, Rev. Joe Smith, Lynn Smith, Dr. Vernon Smith, Sen. Greg Taylor, Rob Wynkoop

Guest – Shatana Nixon w/ DFR Comptroller's Office, Jeff Newnam w/ New Resource Group

Staff – James Garrett Jr., Malika Mays

Prayer

James E. Garrett Jr.

Adoption of Minutes

Rev. Joe Smith moved to accept the May 19, 2010 minutes; Rob Wynkoop seconded the motion; minutes were approved unanimously

Financial Report

Shatana Nixon briefly went over the budget summary. She informed members that \$55,000 has been re-invested this quarter. She also reminds members that those invested funds can be moved as needed without penalty or charges.

The payment process for funds owed to AAMNC has begun; reimbursement funds to the Lumina Foundation have also been processed. Members briefly discussed this and decided to send Lumina a thank you note once the payment has been made, to keep a paper trail for our records, and to keep the lines of good communication open.

Executive Director's Report

Mr. Garrett briefly went over his report and provided commissioners with a copy for their review.

Chairman's Report

Chairman Robert Marshall apologizes for not having a report to share, as he has been out of the country. But he did want to discuss Dr. Smith's idea of providing plaques or awards to our past commission members. Members briefly discussed this idea and agreed that since we did not hold a conference to give these out, an award shall still be sent to each member. Mr. Garrett will look into finding out who all past members were; he states there will be approximately a half dozen to give.

Old Business

Commission Retreat Follow-Up, Retreat Chair Virgil Madden – Subcommittee assignments & Directions

Mr. Madden says a timeline was given to members, and only one response back was given. He would like for members to decide on the subcommittee they would like to be on; the subcommittees are: criminal justice, education, employment, health, social factors, special events, and standard operations. Few members provided their first and second choice; the remaining members will be assigned to a subcommittee. Members also asked Mr. Garrett to provide them with a short and simple explanation of the outcomes and expectations of these subcommittees.

Annual Report 2008-2009 Printing & Distribution Clarification

For clarification purposes, Mr. Garrett asked members if they wanted the 2008-2009 annual report printed, or the 2009-2010 annual report that we are in the process of working on. Mr. Madden says his motion was to have 350 black and white copies of the 2008-2009 annual report printed; as well as every other annual report that we produce from here on out.

New Business

Annual Report 2009-2010 Discussion & Timetable

Mr. Garrett informed members that FSSA's Communications office will need to review our annual report to ensure it's consistent with their AP writing style guidelines, and once approved, will be released through their office. He shared the annual report timeline with Ms. Danielle Smith, and she says it does not provide enough time for the review process to take place if we plan on having a finished product by October 31, 2010. She suggested we prepare a second timeline that would allow less time for data gathering and more time for preparing the report. Mr. Garrett will email that timeline to members. Members briefly discussed this idea; Dr. Smith feels we should have a format set so that all info requested will be received in the same format. He says we should look into using our 5 year plan to decide on what questions to ask in regards to the information that we are seeking. Mr. Madden says our retreat facilitators are willing to assist us with the boiler plate in order to have all info submitted in the same format. Members provided Mr. Garrett with a few references to look into for data collection as well.

Postponed Conference Alternative Date or Plan Discussion

As previously discussed, members decided to postpone this year's annual conference to focus on the commission's structure and how we would like for the commission to operate. Members briefly discussed this and agreed to have the special planning committee look into holding a small, one day event or possible collaborations.

Meeting adjourned @ 11:20am