



Commission Board Meeting Minutes Wednesday, May 19, 2010

Vice Chairman Kenneth Allen called the Commission Board Meeting to order on Wednesday, May 19, 2010 at 10:16am in the Indiana Government Center South, conference room 2.

Roll Call

Kenneth Allen, Tim Brown, Mark Everson, Tony Kirkland, Virgil Madden, Elijah Neal Jr., Adrienne Shields, Lynn Smith, Dr. Vernon Smith, Wayne Wellington

Guest – Melvin Greene, Krishna Heyward & Shatana Nixon w/ DFR Comptroller's Office, Rob Wynkoop w/ IDOA

Staff – James Garrett Jr., Malika Mays

Prayer

Tony Kirkland

Adoption of Minutes

Tony Kirkland moved to accept the April 27, 2010 minutes; Lynn Smith seconded the motion; minutes were approved unanimously

Financial Report

Shatana Nixon briefly went over the budget summary. Currently, \$54,273.52 is the appropriation (1000) account balance, and after the \$90,000 investment, \$28,247.48 is the donations (6000) account balance. No expenditures have been made from the donations account in the months of March and April.

Tim Brown moved to allow the Executive Director, with notification to the Chairman, to make the decision as to the amount of donation account funds to be used and how much of those funds will be re-invested every three months; Mark Everson seconded; votes taken, motion passed unanimously.

Adrienne Shields amended Tim's motion to have the Executive Director in conjunction with Division of Family Resources (DFR) Comptrollers office to make the recommendation on the total amount to be invested. The Executive Director will then inform the chairman, The Chairman and Executive Director will inform the full commission. The motion and friendly amendment passed unanimously.

Note: Krishna Heyward, Division of Family Resources Comptroller, says the Commission can use the Donation account funds as needed, and if they are unavailable, she will find the available funds within Division of Family Resources (DFR) or Family & Social Service Administration (FSSA) to cover the expense; the monies owed will then be removed from the Commission's donations account for reimbursement.

Executive Director's Report

Mr. Garrett provided commissioners with a copy of his report for review.

Chairman's Report

Chairman Robert Marshall was not in attendance to give his report; He did relay to the vice chair that he would like to discuss the following items: contingency plan for the postponed conference,

commission involvement with Indiana Black Expo activities relevant to the commission, and getting volunteers to serve on a By-law committee. These items will be tabled for further discussion to allow the Chairman to provide additional information.

Old Business

Commission Retreat Report, Retreat Chair Virgil Madden

Virgil Madden provided commissioners with a retreat packet for review. Mr. Madden says this retreat was held to get commissioners up to date, and to provide some ideas to assist the commission in moving forward with a progressive plan of action. Mr. Madden also feels the commission should hold a retreat follow up to keep the commissioners on track. Adrienne Shields suggests commissioners review the information and send their written comments to the commission office by the close of business on June 4, 2010. Ms. Shields would also like for each commissioner to include the focus area sub-committee they would like to be in. Once the sub-committees' have been set up, commissioners will then choose a lead person; the lead person is responsible for setting up the groups meetings, and if the group needs help, the lead person can call on our retreat facilitators for assistance. The sub-committees are to identify the initiatives they feel are needed for the Commission in moving forward, then report back to the board. A retreat follow up schedule has been included in the retreat packet for the sub-committee's to adhere to. A copy of the Commission's 5 Year Plan will also be sent to members for use as the foundation for this initiative.

Lumina Agreement Update

James Garrett and Adrienne Shields held a meeting with Tina Gridiron-Smith of the Lumina Foundation on May 13, 2010 to get clarity on the return of the unused funds. Mrs. Gridiron-Smith says the Commission is not at fault for the projects demise, and Lumina is not holding the commission accountable. The relationship between Lumina and the Commission will continue without blemish. Lumina requested that the commission return the remaining \$35,343.78 balance. Dr. Smith feels we should send a defense letter with the returned funds, just to be on the safe side and maintain good standing. Malika will begin the process of reimbursing the funds before the new fiscal year starts.

Printing of the Annual Report

Commissioners were previously informed that the Annual report will no longer be printed for distribution. Mr. Garrett provided commissioners with a copy of the Indiana Code 12-13-12-10, regarding electronic transmission of reports, and the marketing spend plan he submitted. According to State Statute, the commission is prohibited from the use of State funds for professional printing of the annual report; the commission must provide the report electronically. Adrienne Shields stated if a hard copy is requested, the report must be printed from a printer in the commission office to be distributed. Commissioners briefly discussed this and were informed, the Commission may use funds from the donations (6000) account to have the annual report printed, and an outside vendor can be used as well. **Virgil Madden moved to utilize funds from the commissions donations (6000) account to have 350 annual reports printed in black and white. Tony Kirkland seconded. Votes were taken and the motion passed unanimously.**

New Business

No new business to report

Meeting adjourned @ 11:15am