

**REGULAR MEETING MINUTES
TAMPA-HILLSBOROUGH ACTION PLAN, INC.
THURSDAY, JANUARY 28, 2016**

**BOARD OF DIRECTORS
TAMPA, FLORIDA**

Members Present: Dr. Samuel L. Wright, Sr., President/Chairman; Joseph Bethune, Vice President; Lionel Shipman, Treasurer; Livorno Williams, Secretary; John Francois; Norman Harris Esq.

Members Absent: Tanya Johnson-Gilchrist

Staff: Jeannette Bradley, Chief Executive Officer; LaKendria Robinson, Special Assistant to the CEO; Derrick Blue, Executive Director Coastal Bay Properties; Steve Marshall, 5508 Manager; Charles Young Jr., Chief Financial Officer (Consultant)

Guests: None present

TIME AND PLACE OF MEETING: The regular meeting was held on **January 28, 2016**, at 6:30 p.m., at 5508 N. 50th Street, Tampa, FL 33610.

CALL TO ORDER: Dr. Samuel Wright called the meeting to order at 6:38 p.m. and stated a quorum had been established. Mr. Marshall led the invocation. LaKendria Robinson, Special Assistant to the CEO, served as recording secretary.

APPROVAL OF AGENDA: Dr. Wright asked if there are any additions to the agenda. There were none. Mr. Bethune moved to approve the agenda as disseminated. Mr. Williams seconded the motion and it was unanimously carried.

APPROVAL OF MINUTES: Ms. Bradley stated she will get the minutes from the November meeting from Ms. Ivy Box. Dr. Wright asked Mrs. Robinson to follow up with Ms. Box to retrieve those minutes. Mr. Bethune moved to approve the minutes from December 17, 2015. Mr. Williams seconded the motion and it was unanimously carried.

BOARD CHAIRMAN'S REPORT:

STEVE MARSHALL, 5508 MANAGER: Ms. Bradley stated that as well as the buildout of 5508 facility has occurred, the programmatic portion of the project has halted. As of December 14, 2015, Mr. Marshall was hired to manage and develop the programmatic aspect of the 5508 facility. Mr. Bethune stated that he would like Mrs. Robinson to email him a copy of Mr. Marshall's job description for review.

Dr. Wright stated that in addition to the board donating their time to the organization, he would like the board members to make a contribution of \$100 to the organization in order to push the organization forward, as well as continue to increase the organization's presence in the community. The funds will be deposited into the board account and should be submitted by each member by the end of the fiscal year.

STATE OF FLORIDA BLACK LEGISLATORS CONFERENCE: Dr. Wright and Ms. Bradley will be attending the State of Florida Black Legislators Conference from February 3rd – 6th. A budget request has been submitted to Representative Ed Narain in the amount of \$1.75 million.

BOARD MEMBERS AS VENDORS: Dr. Wright stated that although the THAP Bylaws states that the organization can use board members as vendors, he recommends that the organization steer clear from utilizing this policy as it may portray a negative perception in the community.

NEW HIRE POLICY: Dr. Wright asked Ms. Bradley to create a policy for new hires. He would like the board members to review the policy and make suggestions for edits.

CEO CAR POLICY: Dr. Wright asked that a policy be created surrounding the use of the CEO car by the employees. He asked Mrs. Robinson to email the policy to the board members for their review.

TREASURER'S REPORT:

THAP, INC.: Mr. Young briefly discussed the overall financial health of the organization including income earned, income loss, expenses, etc.... from October 2015 to December 2016. He stated the several changes within the organization (added personnel, unforeseen organizational circumstances, and severance pay) had caused it to be over budget for the first quarter. He stated that there is not a cause for concern as of yet.

5508 COWORKING AND COLLABORATION EXCHANGE: Mr. Young discussed an A/R report that shows the current business incubators who have outstanding balances. He will spend the next month reviewing and verifying the outstanding balances and discuss with Ms. Bradley and the board if the organization will collect on the outstanding balances and how that will be managed (collections agency or in-house).

COASTAL BAY PROPERTIES, INC.: Weatherization Assistance Program saw a gain in revenue, as well as an increase in revenue in property management. Mr. Young stated that WAP received unexpected funds from TECO and Duke Energy rebates, which was money that was not accounted for in the budget.

SYNERGY HEALTH CENTERS, INC.: Synergy operated at a loss for the first quarter of the fiscal year 2016. It was made known to the board that Synergy is not in a position to generate revenue at this time.

Mr. Young also discussed sustainability threats within the organization, such as poor financial statement audit results 2013 and 2014, no effective fundraising strategy, board governance training, fiscal management training, etc.

CHIEF EXECUTIVE OFFICER REPORT:

THAP:

5508 KPIs: Ms. Bradley briefly discussed the 5508 Key Performance Indicators (KPIs), which include securing funding sources, aiding in the success of current and future incubator members through their graduation from the 5508 program, create tech savvy policies, procedures, and operations, among others. She describes that each KPI states

how SMART (specific, measurable, attainable, realistic, and timely) the goal is and how it will be measured.

Dr. Wright stated that he would like Ms. Bradley and Mr. Marshall to review the KPIs and create a detailed list of activities, including a schedule, costs, etc... prior to the February board meeting.

Mr. Norman Harris, Esquire arrived at 7:20 p.m.

TRAINING SCHEDULE: *tabled*

THAP PLAN: *tabled*

NEW EMPLOYEES/CONTRACTURAL AGREEMENTS: *tabled*

EMPLOYEE PERSONNEL REFERENCES: *tabled*

COASTAL BAY PROPERTIES, INC.: *tabled*

SYNERGY HEALTH CENTERS, INC.: *tabled*

COMMITTEE REPORTS:

FINANCE & AUDIT COMMITTEE:

INVESTMENT: Mr. Bethune stated that he is concerned about the investment portfolio, as the organization has not made any money as expected. Instead, the organization has lost money during the last year. He stated that the current portfolio is set up for the organization to begin making money in 5 years. Mr. Bethune recommended that the board decide if it wants to continue to invest.

Mr. Shipman stated that the current portfolio needs to be reallocated into two separate accounts.

Dr. Wright recommended that external investment consultants be invited to participate in the conversation on reallocating the portfolio or discontinuing investing. He asked that an investment committee meeting be scheduled and all board members be invited.

BYLAWS COMMITTEE: Dr. Wright stated that he will meet with Attorney Harris and Mrs. Johnson-Gilchrist to update the organization's Bylaws.

GOVERNANCE & NOMINATING COMMITTEE: *no report at this time*

FUNDRAISING: *no report at this time*

NEW BUSINESS:

YOUNG & SONS, LLC. CONTRACT: Mr. Shipman stated Mr. Young is at the end of his contract, which was a 6-month contract. He stated that Mr. Young's actual tasks have exceeded what he was actually charged to do. He recommended that Mr. Shipman suggested that the board

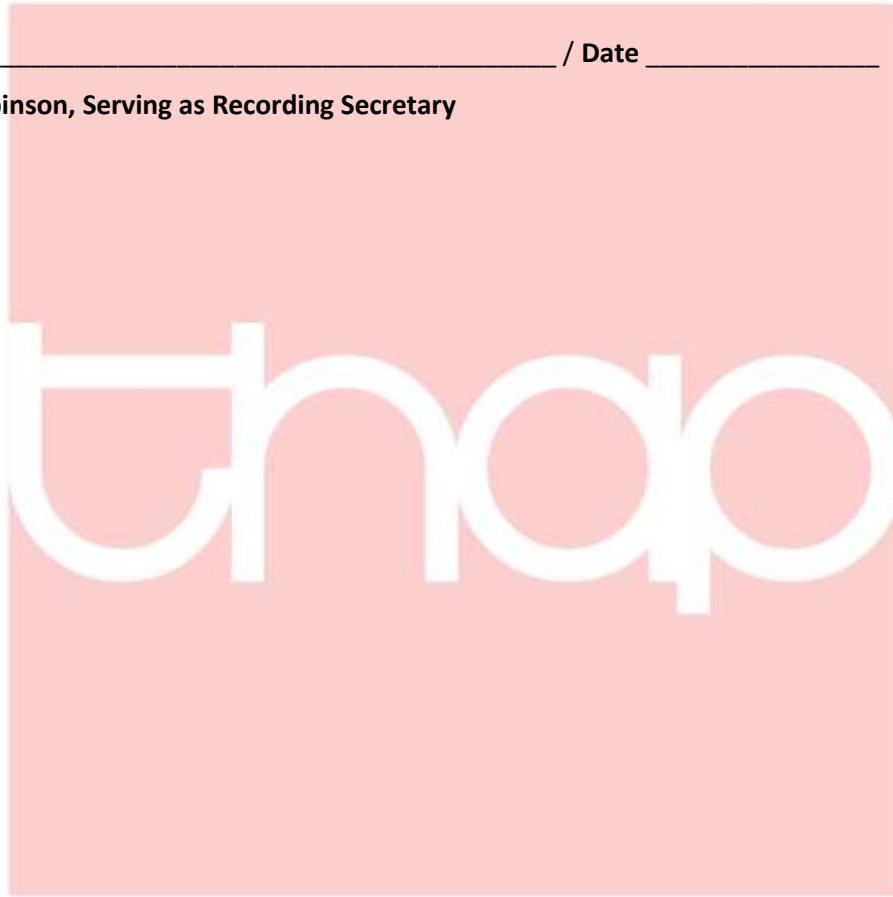
review the things that he has accomplished during his contract and to make a decision on whether the organization should renew his contract.

CONSENT AGENDA: Dr. Wright stated that in the interest of time during the board meetings, the board will move to a consent agenda. The purpose is to shorten the length of the meetings.

SECURITY FOR 5508 FACILITY: Dr. Wright asked that Mr. Blue gather information about security for the 5508 facility and present it at the February board meeting.

ADJOURNMENT OF MEETING: Mr. Williams moved to adjourn the meeting at 9:02 p.m. Mr. Bethune seconded the motion and it was unanimously carried.

_____ / Date _____
LaKendria Robinson, Serving as Recording Secretary



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