

**ANNUAL MEETING MINUTES**  
**October 29, 2016**  
**TAMPA-HILLSBOROUGH ACTION PLAN, INC.**  
**BOARD OF DIRECTORS**  
**TAMPA, FLORIDA**

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**Members Present:** Livorno Williams, Interim President/Chairman; Tanya Johnson-Gilchrist, Keisha Belcher, Norman Harris, Esq.; John Francois; April Schenck; Moiz Janoowalla

**Members Absent:** Janet Kitchen; Stephanie Pollard; Keisha Belcher

**Staff:** Jeannette Bradley, Chief Executive Officer; LaKendria Robinson, Special Assistant to the CEO; Derrick Blue, Executive Director Coastal Bay Properties; Georgia Kinsey, CBP Administrative Assistant;

**Guests:** James Hammond, Founder; Joel Barnum, Prospective Board Member; Dr. Teresa Lewis, Prospective Board Member; Karen Drummond, Prospective Board Member; Patrick Lawson, 5508 Member; Chairsea Thicklin, 5508 Member.

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**TIME AND PLACE OF MEETING:** The annual meeting was held on **October 29, 2016**, at 8:00 a.m., at 5508 N. 50<sup>th</sup> Street, Tampa, FL 33610.

**CALL TO ORDER:** Mr. Livorno Williams called the meeting to order at 8:32 a.m. and stated that a quorum had been established. LaKendria Robinson, Special Assistant to the CEO, served as recording secretary and Derrick Blue gave the invocation.

Mr. Williams asked guests, Joel Barnum and Karen Drummond, prospective Board Members, to introduce themselves. Both gave a brief introduction including their areas of expertise, previous work history, and why they were interested in joining the THAP Board of Directors.

***\*\*Ms. April Schenck, Synergy Board Director, arrived at 8:40 am.\*\****

**APPROVAL OF AGENDA:** Mr. Williams asked if there were any additions to the agenda. Ms. Bradley asked to add Ms. Sherryl Cusseaux to the agenda to give a brief update on the Board Reception being held on November 4<sup>th</sup>. The addition was accepted. Ms. Johnson-Gilchrist moved to approve the agenda as disseminated by Ms. Robinson, including the additions. Attorney Harris seconded the motion. The motion was unanimously carried.

***\*\*Dr. Teresa Lewis, Guest and Prospective Board Member, arrived at 8:55 am\*\****

**APPROVAL OF MINUTES:** Ms. Johnson-Gilchrist moved to approve the annual meeting minutes as disseminated by Ms. Robinson. Ms. Johnson-Gilchrist asked why was there a section of the minutes that were highlighted. Ms. Bradley stated there is no significance and the minutes will be edited and resubmitted to the board. Ms. Johnson-Gilchrist made a motion to approve the

agenda with the correction. Attorney Harris seconded the motion. The motion was unanimously carried.

## **BOARD CHAIRMAN'S OVERVIEW**

### **NEW MEMBERSHIP:**

In addition to Mr. Barnum and Ms. Drummond, prospective Board members include:

- Mr. Frank Crum: Mr. Bradley and Mr. Williams stated that Mr. Frank Crum, in his absence, attended the September board member and noted that Mr. Crum is very interested in the board.
- Mr. Albert Lee: Ms. Bradley stated that Mr. Albert Lee, in his absence, is the current Executive Director of the Tampa Bay Black Business Investment Corporation and is interested in joining the board.
- Dr. Teresa Lewis: Introduced herself to the present board members, discussed her previous work history, and expressed interest in joining the board.

Ms. Johnson-Gilchrist moved to accept Mr. Frank Crum, Mr. Albert Lee, Ms. Karen Drummond, Mr. Joel Barnum, and Dr. Teresa Lewis as new and active board members to the THAP board. Attorney Harris seconded the motion. The motion was unanimously approved.

### **OFFICER ELECTIONS:**

**PRESIDENT:** Ms. Johnson-Gilchrist nominated Mr. Livorno Williams as Board President. Ms. Johnson-Gilchrist moved to elect Mr. Williams as Board Chairman. Attorney Harris seconded the motion. It was unanimously carried.

**VICE PRESIDENT:** Ms. Johnson-Gilchrist nominated John Francois in his absence as Vice President pending his acceptance if elected. Mr. Williams nominated Mr. Joel Barnum, who declined due to other obligations.

**TREASURER:** Ms. Johnson-Gilchrist nominated Mr. Albert Lee, in his absence as the Board Treasurer, pending his acceptance if elected.

**SECRETARY:** Mr. Williams nominated Dr. Teresa Lewis as Board Secretary.

Ms. Johnson-Gilchrist moved to fill the "slate" of remaining officer positions, i.e., Vice President, Treasurer, and Secretary, with the above-stated nominees. Attorney Harris seconded the motion. The motion was unanimously carried. Ms. Bradley and Mr. Williams agreed to contact the absent board members to inform them of their new positions, pending their acceptance.

**FY 2016-2017 BOARD MEETING SCHEDULE:** Ms. Bradley asked the board to determine the best day for board monthly board meetings. After due discussion, it was decided that the THAP board would meet on the third Thursday of each month.

**\*\*Mr. John Francois, THAP Board Director, arrived at 9:11 am.\*\***

Ms. Johnson-Gilchrist moved to hold the THAP board meetings monthly on the third Thursday. Mr. Francois seconded the motion and it was unanimously carried.

**WEBSITE/BOARD PAGES:** Ms. Bradley discussed and stated that the Board of Directors webpages on the THAP website serve as the electronic board manual. She outlined the board documents, policies and procedures, and meeting minutes/agenda noting that the board has access to throughout the year. Each member will receive an email to establish personal logins for pass protected pages.

### **CHIEF EXECUTIVE OFFICER'S FY 2016-2017 REPORT**

**ANNUAL BOARD RECEPTION:** Sherryl Cusseaux, current 5508 member and event planner, arrived at 10:50 am to provide details about the Board Reception scheduled to be held on November 4<sup>th</sup> in the THAP Courtyard. Ms. Cusseaux stated that the event is a "friend-raiser" event that will give THAP the opportunity to display the 5508 campus and tell the 5508 story. Ms. Bradley has been meeting with select affluent and influential individuals to discuss THAP and its upcoming board reception.

### **COASTAL BAY PROPERTIES, INC.:**

Mr. Blue gave a brief introduction and overview of Coastal Bay Properties and his staff. He stated that revenue generating initiatives for FY 2016-2017 year are:

- Department of Economic Opportunity Grant which is restricted revenue source to support Weatherization Assistance Program. The grant is approximately \$1 million. Other restricted sources of revenue include energy rebates from Tampa Electric Company, Duke Energy and Lakeland Electric for a total amount of approximately \$120,000.
- Unrestricted revenue for CBP include the residential and commercial properties owned by CBP. There are 4 total properties in which CBP collects rent: residential property on 25<sup>th</sup> Avenue, residential property on 137<sup>th</sup> Avenue, commercial property - Synergy Clinic, and commercial property – 5508 campus. It totals approximately \$200,000. All properties are owned free and clear by CBP.

Mr. Blue stated the main goal for CBP for the new year is to become an accredited WAP training facility. CBP will be able to charge vendors and

organizations a training fee to become a certified WAP vendor. Mr. Blue stated he is in the process of working with a gentleman that was referred by the Department of Economic Opportunity to assist CBP in becoming a certified training agency. The process should be completed by the end of the year – December 2016.

**COMMUNITY BUILDERS CONSTRUCTION:** Mr. Blue briefly discussed the goals of its DBA (Doing Business As), Community Builders Construction, in the new year. Mr. Blue and his team will create and begin to operate a Weatherization look-alike program as a social enterprise. This fee-for-service initiative will target individuals that can afford to pay for WAP services out of pocket. CBC has completed its first (beta) project in St. Petersburg, which yielded a small profit.

Attorney Harris asked if there had been any current analysis of how much it would cost to begin unrestricted projects and the potential revenue generation. Mr. Blue stated there is approximately \$15K budgeted to begin the project. Mr. Blue stated that the project would yield an approximate profit of \$5,000 for the year for both initiatives combined.

**SYNERGY HEALTH CENTERS, INC.:**

Ms. Bradley gave a brief overview of SHC and the MAI program. Ms. Bradley discussed 2 grants that will be submitted on November 15<sup>th</sup>. Ryan White Grant – African American Population for a total of \$144k in partnership with Help Us Help U (HUHU). Ryan White Grant – Hispanic Population for a total of \$101k the grants will help support care initiatives for currently diagnosed HIV clients. The grant will support current Synergy salaries, and will require the hiring of new positions.

Synergy's future initiatives include establishing a Nutrition Education program and food bank at the Synergy clinic. The initiatives are dependent upon securing additional grants. There is also discussions to expand the testing program to open a third location in the USF area at the University Drugs Pharmacy owned and managed by Synergy Board Member Moiz Janoowalla.

**THAP, INC.:**

Steve Marshall, Manager, 5508 and Eddy Salvodon, Support Specialist, arrived at 10:00 am provide an overview of the 5508 Coworking and Collaboration Exchange. Mr. Marshall gave a brief introduction of the 5508 Coworking and Collaboration Exchange. He discussed the current initiatives of 5508, including business incubators and the new temporary coworking space that will be open and operable in November 2016.

Ms. Charisea Thicklin current 5508 member, shared her experience as a current 5508 Exchange program member. Ms. Thicklin thanked the board and the staff for the resources and support provided to help her business grow.

Mr. Patrick Lawson, a current 5508 member, expressed his commitment to the program and the 5508 project. He discussed how being a part of the program has helped him expand his business and actually have a story to tell.

Mr. Marshall stated the goal for the new year is to secure coworking memberships to fill the temporary coworking space as well as to complete the renovation of building 5. He noted that there are approximately 12 individuals currently waiting to lease incubator space.

*\*\*Moiz Janoowalla, Synergy Board Director, arrived at 9:45 am\*\**

Mr. Williams called for a board recess for 10 minutes. The Board resumed the meeting at 11:30 am.

**FY2016-17 BUDGET:** Ms. Phyllis Wright was introduced as the Manager, Shared Services. She started in her new position in September and is learning from current contracted CFO, Charles Young Jr. Once Mr. Young's contract ends, Ms. Wright's salary will increase as she takes on increased responsibilities in the Shared Services Department (Accounting, Benefits, Payroll, HR).

Ms. Bradley referred to the Grants Grid handout and discussed the grants that THAP will apply for during FY 2016-2017. The organization will apply for approximately \$4 million total with the expectation to receive at least \$500,000. A more conservative number is presented in the budget, i.e., \$250,000. Ms. Robinson is working from home to write and coordinate the writing of planned grants. THAP will partner/contract with grant writers and reviewers for more extensive grants to increase the organization's chances of securing the larger grants.

Next Ms. Bradley referred to the Budgets Spreadsheet prepared by the CFO. She discussed the THAP FY2016-2017 budget outlining the anticipated income and expenses by company. It was concluded that through grant revenue, rent revenue, and contributions (donations) the THAP, Inc. will need to generate \$933,825 in revenue. THAP, Inc. Expenses are projected to be \$933,053. Total net income for the FY2016-2017 year is \$772.

Mr. Francois expressed concern with the large amount the organization needs to secure in fundraising and grants because neither are guaranteed income. Ms. Bradley expressed that there are certain grants that we have a higher chance of receiving due to our relationships with the funders and previous meetings with individuals from those organizations and companies. As the number of grants increase, the responsibility to raise funds from donors by board members decreases.

Ms. Johnson-Gilchrist also expressed concern expressing discomfort in being presented with a budget where the income is based largely on grants and fundraising when the organization does not have a history of receiving either and has not been supported by such efforts in the past.

Next Mr. Blue discussed the CBP FY2016-2017 budget outlining the anticipated income and expenses. It was concluded that through grant revenue, rent revenue, and contributions the organization will need to generate \$1,338,958 in revenue. CBP Expenses are projected to be \$1,324,991. Total net income for CBP in FY2016-2017 year is projected to be \$13,966, which will help support other non CBP programs, such as Synergy's Testing initiative and THAP's 5508. Training initiative.

Ms. Bradley discussed the SHC FY2016-2017 budget outlining the anticipated income and expenses. It was concluded that through grant revenue and contributions the organization will generate \$314,000 in grant revenue. Expenses are projected to be \$316,115. Total net income for Synergy's FY2016-2017 year is \$1,035. Grant revenue is dependent upon securing 2 additional grants to start March 1.

Ms. Johnson-Gilchrist moved to accept the FY2016-17 budget as presented. Attorney Harris seconded the motion. The motion was unanimously carried.

**COMMITTEE/TASK FORCE APPOINTMENTS BY BOARD CHAIR:** *In the interest of time Ms. Bradley suggested that Committee/Task Force appointments be tabled until the November board meeting.*

**NEW BUSINESS:** *No new business.*

**ADJOURNMENT OF MEETING:** There being no further business, Ms. Johnson-Gilchrist moved to adjourn the meeting Attorney Harris seconded the motion. The motion was unanimously carried. The meeting was adjourned at 12:30 p.m.

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/ Date

**LaKendria Robinson, Serving as Recording Secretary** XXVII