

**REGULAR MEETING MINUTES
TAMPA-HILLSBOROUGH ACTION PLAN, INC.
MONDAY, MARCH 31, 2016**

**BOARD OF DIRECTORS
TAMPA, FLORIDA**

Members Present: Dr. Samuel L. Wright, Sr., President/Chairman; Joseph Bethune, Vice President; Livorno Williams, Secretary; Tanya Johnson-Gilchrist; John Francois; April Schenck, Treasurer, Synergy Health Centers; Keisha Belcher, Secretary, Synergy Health Centers

Members Absent: Lionel Shipman; Norman Harris, Esquire

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

Guests: Samuel Lazarro, CPA

TIME AND PLACE OF MEETING: The regular meeting was held on **March 31, 2016**, at 6:30 p.m., at 5508 N. 50th Street, Tampa, FL 33610. Coastal Bay Properties and Synergy Health Centers Board Members were invited to attend the meeting due to the audit review.

CALL TO ORDER: Dr. Samuel Wright called the meeting to order at 6:38 p.m. and stated a quorum had been established. Dr. Wright stated that Mr. Shipman and Attorney contact him regarding not being able to attend tonight's meeting. Mr. Williams led the invocation. LaKendria Robinson, Special Assistant to the CEO, served as recording secretary.

Mrs. Keisha Belcher joined the meeting via teleconference at 6:41 pm. She is the currently the Board Secretary for Synergy Health Centers.

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

APPROVAL OF MINUTES: Mr. Johnson-Gilchrist moved to approve the minutes from February 29, 2016. Mr. Bethune seconded the motion and it was unanimously carried.

BOARD CHAIRMAN'S REPORT:

RESIGNATION: Dr. Wright stated that Mr. Lionel Shipman, Treasurer, may have to resign from the position of Treasurer and as a Board Director effective immediately, due to pressing family issues. Dr. Wright stated that he would speak with Mr. Shipman regarding his resignation and suggest an official letter of resignation.

Dr. Wright visited the National Community Action Committee in Washington, DC sponsored by the local Community Action Committee. The focus of the meeting and organization is to continue to work toward creating opportunities for disadvantaged populations. Increase of \$41 million dollars in funds nationally, although he is not sure if the funds have trickled down to local organizations.

Dr. Wright asked the Community Action Board to invite Ms. Bradley to speak to the committee to regarding the current Idea Launch Summer Program for high school students. Dr. Wright would like to explore the possibility of future partnerships.

Mrs. April Schenck arrived at 6:51 pm. She is currently the Board Treasurer for Synergy Health Centers.

TREASURER'S REPORT: *no report at this time.*

CHIEF EXECUTIVE OFFICER REPORT:

THAP, INC.

HHS CED GRANT: Ms. Bradley stated that the organization is applying for a Health and Human Services Community Economic Development Grant for \$800,000. The grant is due on April 16, 2016 and is a 3-year grant. The grant is being written by Gypsy Gallardo, an external grant writer. Mrs. Johnson-Gilchrist moved to authorize the submission of the Health and Human Services Community Economic Development grant as written by the contracted grant writer. Mr. Williams seconded the motion and it was unanimously carried.

NEW HIRES: Ms. Bradley stated that Jessica Belle was hired as the Administrative Assistant to the Executive Director of Coastal Bay Properties, Inc., who started the position in mid-March. Eddy Salvadon is being hired as a 5508 Support Specialist for the 5508 Co-Working and Collaboration Exchange and will start on April 4, 2016.

COMMITTEE REPORTS:

FINANCE & AUDIT COMMITTEE

AUDIT REVIEW: Mr. Lazarro stated that the organization received an "unmodified opinions" in regards to financial statements; there were no "disagreements" with the staff during the auditing period between the CPA firm and the staff; government requirements and compliance matters in relation to the current grants are satisfactory and there were not issues found; internal controls within the organization are also satisfactory based on the auditors evaluation; there were no deficiencies and no material weaknesses found.

Mr. Lazarro discussed the balance sheet of the organization for the year which includes the recovery of RESTORE files, which lends itself to gained revenue this year instead of a liability in previous years.

Mr. Lazarro discussed the profits and loss statement for the year, which includes an approximate \$320,000 increase due to grants and recovery of RESTORE files.

Mrs. Johnson-Gilchrist moved to accept the audit review report that was disseminated and discussed by Mr. Lazarro. Mr. Bethune seconded the motion and it was unanimously carried.

Mr. Lazarro exited the meeting at 7:30 pm.

INVESTMENT

INVESTMENT REALLOCATION: Ms. Bradley recommends that the organization finish a certain portion of the build out of the 5508 facility, specifically the business incubators, parking lot, pass through to Hillsborough Ave., additional restrooms, outside landscaping beautification, event center (building 5), land acquisition, roofing for buildings 3 – 5, and plaza, in order to generate real cash flow. She stated that once the space is build out, incubators rentals will not allow the organization to break even, however there are additional proposed rentals and services that will be offered in order to generate additional revenue.

Mr. Young stated that the initial ask from the board of \$600,000 which were not all for capital expenses, some of it was for operational expenses. He discusses certain costs such as hiring additional staff, purchasing the CEO company car, replacing the septic tank, replacing the roof on building on, and other operational and capital expenses.

The new ask is a total of \$825,000 to complete the build out of the 5508 project. The staff have contact various banks for loans, which have proven to be unreasonable and will cost the organization more to pay back the loan rather than use a portion of the investment funds.

Dr. Wright suggested that a follow up board workshop be scheduled to discuss the particulars of the request. Mr. Bethune suggested that the staff send out an email with the immediate needs, such as the roofing, of the organization and allow the board to decide.

BYLAWS COMMITTEE: The Bylaws committee will meet on Friday, April 1, 2016 at 2 pm in the THAP Conference Room.

GOVERNANCE & NOMINATING COMMITTEE: Currently collecting resumes for new board members.

FUNDRAISING: The fundraising committee will meet on Monday, April 4, 2016 at noon in the THAP Conference Room.

NEW BUSINESS:

ADJOURNMENT OF MEETING: Mrs. Johnson-Gilchrist moved that the meeting be adjourned at 8:45 pm. Mr. Bethune seconded the motion and it was unanimously carried.

_____/ Date _____

LaKendria Robinson, Serving as Recording Secretary