

**REGULAR MEETING MINUTES
TAMPA-HILLSBOROUGH ACTION PLAN, INC.
BOARD OF DIRECTORS
TAMPA, FLORIDA**

Members Present: Dr. Samuel L. Wright, Sr., President/Chairman; Joseph Bethune, Vice-President; Tanya Johnson-Gilchrist, John Francois

Members Absent: Livorno Williams, Lionel Shipman, Norman Harris Esq.

Staff: Jeannette Bradley, Chief Executive Officer; LaKendria Robinson, Special Assistant to the CEO; Charles Young Jr., Chief Financial Officer; Steve Marshall, 5508 Manager

Guests: None Present

TIME AND PLACE OF MEETING: The regular meeting was held on **April 25, 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 6:48 p.m. and stated that a quorum had not yet been established, as only 3 board members are present. LaKendria Robinson, Special Assistant to the CEO, served as recording secretary and Steve Marshall gave the invocation.

***Mr. John Francois arrived at 6:50 pm and Dr. Wright stated that a quorum had been established with 4 board members present. ***

APPROVAL OF AGENDA: Dr. Samuel Wright asked if there were any additions to the agenda. No additions were made. Mr. Bethune made a motion to approve the agenda as disseminated. Mrs. Johnson-Gilchrist seconded the motion. The motion was unanimously carried.

APPROVAL OF MINUTES: Mr. Bethune made a motion to approve the March 31, 2016 regular meeting minutes disseminated by Mrs. Robinson. Mrs. Johnson-Gilchrist seconded the motion. The motion was unanimously carried.

BOARD CHAIRMAN'S REPORT

RESIGNATION OF TREASURER – LIONEL SHIPMAN: Dr. Wright stated that Mr. Shipman verbally resigned from the Board of Directors both as the Treasurer and Director to attend to pressing personal matters. He has not yet submitted a written resignation and would therefore would suggest the board

Dr. Wright stated that he appreciated the board member's attendance during the board workshop on April 21, 2016. Dr. Wright would like Ms. Bradley to lead a strategic capital campaign upon her return from the NeighborWorks Training Conference in Los Angeles, California. He would like the staff to assist Ms. Bradley in contacting and vetting at least 20 individuals or businesses to donate to the other initiatives (event center buildout and

coworking space buildout). Dr. Wright suggested that a management plan be created that is focused around grants and securing additional funding to support current and future initiatives.

TREASURER'S REPORT:

CAPEX REVIEW: Ms. Bradley began by stating the organization has come to an issue with completing the remaining portion of the 5508 facility due to a lack of cash flow to the project. There are certain items that need to be completed in order to begin receiving a return on the property. These items include, completing the parking lot, the courtyard, paving, adding additional restrooms, renovating the current restrooms, and renovating the remaining business incubator units.

Mr. Young asked the board to refer to the Cap Ex report on the television monitor for the Cap Ex review. He stated that the organization needed \$546,545 to complete the renovation project, with the exception of the coworking space. He outlined each line item that makes up the total cost and explained that the completion of these items would be necessary for THAP to begin generating more revenue in order to sustain itself.

Ms. Bradley stated that the \$546,545 would be withdrawn from the investment accounts and transferred into the operating budget to begin completing these items immediately. The completion date for all items are September 30, 2016.

Mrs. Johnson-Gilchrist moved to withdraw \$585,000 from the THAP investment account and put into the operating account to be used to complete the renovations of the 5508 project excluding the coworking space. Mr. Francois seconded the motion and it was unanimously carried.

CEO REPORT:

THAP:

INBIA CONFERENCE: Ms. Bradley stated that she, Steve Marshall, and LaKendria Robinson traveled to Orlando, Florida for the International Business Incubation Conference. It was held at the Royale Caribbean hotel from April 17 – 20, 2016. She discussed the various training classes that she and the staff attended, including keynote lunches and various vendor meetings she and the staff attended. She also discussed the networking opportunities and stated that countries from all over the world were represented.

Mr. Marshall stated that he enjoyed the conference and the networking opportunities were worthwhile. He learned a lot about the incubation business and connected with individuals that can help make 5508 successful.

Mrs. Robinson agreed with both Ms. Bradley and Mr. Marshall statements and mentioned that she was more encouraged about 5508 as she learned during the training sessions and from conference attendees.

Dr. Wright asked that Ms. Bradley, Mr. Marshall, and Mrs. Robinson submit an official report of their trip to the InBia to the board by May's board meeting for review and to be filed for further recollections.

CED GRANT SUBMISSION: Ms. Bradley stated that the CED grant development and writing were on schedule and going great. The staff is working with an outside contractor to supply all necessary documents to complete the grant by its submission date of April 27, 2016. The CED grant is worth \$800,000 for a three-year period.

COASTAL BAY PROPERTIES, INC.: *no report at this time.*

SYNERGY HEALTH CENTERS, INC.:

FUNDRAISER – WILHEMINA'S WAR: Mrs. Johnson-Gilchrist stated that Synergy would be hosting its first fundraising event on June 27, 2016 in honor of National HIV Testing Day. The event features the showing of the documentary "Wilhelmina's War," about a grandmother's story of caring for 5 terminally ill family members who all are HIV positive. The event will also include a meet and greet hour and panel discussion immediately following the film. Tickets are set to be sold at \$45 each.

UNFINISHED BUSINESS: *No unfinished business.*

NEW BUSINESS: *No new business.*

ADJOURNMENT OF MEETING: Dr. Wright adjourned the meeting at 9:03 p.m.

_____/ Date _____

LaKendria Robinson, serving as Recording Secretary