



Development Committee Meeting Minutes

Tuesday, November 7, 2023: 6pm – 7pm

Development Link: [Click here for meeting.](#)

Development Committee Members: Keishia Niblack, Tomika Jones, & Dr. Gavin Samms

- I. Opening/Call to Order –
- II. Attendance & Quorum
 - A. Attendees: Keishia Niblack, Tomika Jones, & Dr. Gavin Samms
 - B. Absentees:
 - C. A quorum was present.
- III. Announcements & Recognition
- IV. Discussion Items
 - A. Lance Lucas Proposal and Initial Payment
 1. Confirmed the check was being cut and discussed the process for signing the contract, including the possibility of using a scan signature.
 2. Discussed the point person for managing meetings with the appropriate people and the timeline for sending out the necessary documents.
 3. Confirmed that the payment would be made via electronic transfer and discussed the need for a deposit.
 4. Discussed the upcoming meetings with the development team and the deliverables and expectations for those meetings.
- V. Public Forum
- VI. Executive Session – None Scheduled.
- VII. Action Items
 1. Dr. Samms will email the deliverable timeline to the development committee.

2. Dr. Samms will confirm payment will go out this week and Tola will sign the contract and send it back this week.

Key Questions

1. Is there anything we need to prepare for the meetings with the Lance Luers group?
2. Will the payment be made via electronic transfer?

VIII. Next Meeting – **Tuesday, December 12th**

IX. Meeting Adjourned