

## **Development Committee Meeting Minutes**

**August 13, 2024, 6PM**

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

Development Committee Attendees:

- I. Opening/Call to Order – 6:10pm
- II. Attendance & Quorum
- III. Announcements & Recognition
- IV. Discussion Items
  1. Lance Lucas and Associates
- V. Public Forum
- VI. Executive Session
- VII. Action Items
  1. Lance Lucas & Associates Status Update:
    - Database for grants
    - Offer to Purchase a year for additional grant writing at a discount
    - Framework for the foundational documents
      - Dr. Samms asked LLA to create a template.
    - Invoice is on hold per Dr. Samms request.
    - Dr. Samms plans to have all requested information to Adrienne by September.
  2. Development Meeting Committee Meeting vote to change to Bi-Monthly- email to Crystal
- VIII. Next Meeting – **September 10, 2024, 6PM**
- IX. Adjournment – 6:30pm.