

**Development Committee Meeting Minutes**

**January 14, 2025 | 6PM**

- I. Opening/Call to Order at 6:21PM
  
- II. Attendance & Quorum
  1. Attendees: Kieshia Niblack (KN), Gavin Samms (GS), John Kenneth White (JKW)
  2. Absences: Tomika Jones (TJ)
  3. Quorum: A quorum was present.
  
- III. Announcements & Recognition – None
  
- IV. Discussion Items
  1. Lance Lucas and Associates
    - a. Discussed a potential reduction of services provided by LLA with a focus on grant sourcing only
  
  2. Chief of Staff (CoS)
    - a. Discussion: Important to hire a part time grant writer to work alongside the CoS with NPO and grant writing experience may be a cost-effective alternative
    - b. Hiring a headhunter to assist with the recruitment process
  
- V. Public Forum - None
  
- VI. Executive Session - None
  
- VII. Action Items
  1. Past Action Items
    - a. The committee will revisit the cadence of the meetings once JKW becomes acclimated to the Board.
  
    - b. GS and JKW will meet to finalize a plan for engaging LLA and developing a clear strategy.
  
    - c. All - Prepare a preliminary timeline and outline potential strategies for discussion during the January meeting.



2. New Action Items

- a. JKW will introduce GS to a headhunter for further discussion, clarity on job description and expectations by 1/20/2025
  
- b. JKW will review the latest version of the LLA contract upon receipt

VIII. Next Meeting – **February 11, 2025, 6PM**

IX. Adjournment at 6:56PM