

Development Committee Meeting Summary

February 11, 2025 | 6PM

- I. Opening/Call to Order at 6:21PM.

- II. Attendance & Quorum
 1. Attendees: Keishia Niblack (KN), Gavin Samms (GS), Tomika Jones (TJ), John Kenneth White (JKW)
 2. Absences: None.
 3. Quorum: A quorum is present.

- III. Announcements & Recognition - None

- IV. Discussion Items
 1. Update: Lance Lucas and Associates
 - a. JKW suggested using the same headhunting company already engaged for Chief of Staff to search for a part time fundraising /grant writing professional.
 2. Chief of Staff (CoS)
 - a. A headhunting firm was identified to assist with finding a Chief of Staff. The proposed fee structure includes a 20% fee based on the hired candidate's salary with payments in installments.
 - b. Concerns are raised about industry standard pricing and clarity on contractual terms including guarantees of the candidate does not work out.

- 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.
 2. New Action Items
 - a. KN and JKW will review the headhunter contract and send questions to GS.
 - b. GS will follow up with headhunting firm to clarify the competitive nature of 20% fee, contract guarantees if the candidate leaves within a specified period and number of candidates for guaranteed selection.
 - c. Develop a clear statement outlining the expectations and responsibilities of a grant writer and provide the board with criteria to gather recommendations for suitable candidates.

- VIII. Next Meeting – **March 11, 2025, 6PM**

- IX. Adjournment at 7:01PM.