Graham Revitalization Economic Action Team

Board of Director's Meeting Minutes

July 14, 2020

Members present: Rick Davis, Pam Shaffer, Jim Baker, Dick Evans, Chip Carringer, Zel Rogers, and Executive Director, Michelle Shiplet

1. Motion to open for business: Dick Evans, seconded: Rick Davis; motion

COVID-19

Welcome by Michelle Shiplet

- carried 2. Motion to approve March 17, 2020 minutes: Chip Carringer, Jim Baker
- seconded; motion carried Updates:
- a. Dogwood Health ION grant for strategic plan being held for
 - emergency purposes due to COVID-19 b. Façade upgrades to the old VFW and City Hall buildings are completed, other than plantings and awning at VFW
 - c. ZSR granted an extension for the mural project, project end date now December 31, 2020
 - d. Evergreen request for work with RHS at VFW not granted e. Signage has been placed for the Kids in Parks project—2 signs, one at the Massey Branch Fitness Trail and one at the CCC Camp area
 - f. Signage has been placed for the Sweetwater Creek project;
 - additional trees and plantings to be placed for completion g. Mountain True removal of invasive plants to be rescheduled due to
 - h. Vacant lot on Main Street behind rock façade has been transferred to REVVED UP; preliminary designs for a pocket park are being
 - developed i. Public WiFi project remains incomplete due to owner permission
 - denials j. Grace Place, A Community Table: over 20,000 meals served since
- January 1, 2020, in process of forming a new 501(c)3 to be known as Five Point Center/will expand services 4. New Business:
- a. Finance report: Zel Rogers motioned for approval of report; Dick Evans seconded; motion carried (see attached report) b. Rick moved to have \$5000 from the Kids in Parks account transferred to the Greenway Project; Dick Evans seconded; motion carried.

seconded; motion carried.

am at 300 Five Point Road.

Beginning Balance, July 1, 2019

Checking Account Money Market Account

Total Beginning Cash

- c. Zel Rogers moved to have the balance of \$371.21 from the Asset Map account sent to Graham County Travel and Tourism, Dick Evans
- d. ARC is allowing the repurposing of grant funds for COVID-19 related needs. The Strategic Tourism Plan, Phase II project has a surplus due to a NCDOT change in regulation concerning signage. Request has been made for the purchase of equipment to help Grace Place/Five
- Point Center to expand services and construct a new kitchen area. Request will also be made to use \$15000 in funding to create a marketing plan for Graham County. Graham County Tourism will be asked to partner on this endeavor; Chip Carringer and Zel Rogers will present the request to the GCTT on August 6. e. Grant request has been made to CFWNC for operating expenses; decision expected in November. f. The next membership meeting scheduled for August 20, 2020 is to be cancelled due to COVID-19---notice will be emailed

g. Michelle Shiplet presented the proposed budget for 2020/2021. Rick

Dick Evans moved to adjourn; Jim Baker seconded; motion carried.

Graham Revitalization & Economic Action Team

5,053.98

Statement of Restricted Fund Balances

250,450.53 255,504.51

- Davis moved to accept budget as submitted; Dick Evans seconded; motion carried (see attached budget) h. The next board meeting is scheduled for September 14, 2020 @10
- **Combined Cash Transactions** For Period July 1, 2019 through June 30, 2020

Designated Project Accounts: 33,596.83 ZSR IPA Grant 362.00 **Imagination Library** ARC Broadband 40,000.00 5,000.00 ZSR Mural Match Dogwood Health Trust 16,700.00 13,475.00 Kids in Parks **GREAT Accounts:** 3,605.37 Contributed Support Earned Income: Administration Fees 3,987.00 516.57 0.00 Other Income 117,242.77 **Total Receipts** Disbursements: Unrestricted Expenses 42,886.67 Designated Project Disbursements: 1,382.50 **Total Tourism** 73.89 Leadership Project 6,750.00 **ZSR IPA Grant** 3,000.00 **Imagination Library** 495.87 CSS/OEO 5,575.14 ZSR Mural Match ARC Tourism Plan Phase II 6,607.00 Wayfinding Signage 3,362.23 Kids in Parks Project 10,000.00 **ARC Broadband Project** 50,000.00 ARC Internet Access 44,840.30 NC Nourishing Garden 400.00 **CFWNC 2018** 5,861.79 2,379.38 Asset Map Project **Total Disbursements** 183,614.77 Preliminary Balance, June 30, 2020 (Accrual Basis) 189,132.51 Deduct FYE 6-30-19 payroll tax liability paid in July 2019 3,916.12 1,430.42 Add back payroll tax not yet deposited Total Ending Cash Balance, June 30, 2020 S 186,646.81 185,911.17 \$ Money Market Account 735.64 Checking Account 186,646.81 Total Ending Cash Balance, June 30, 2020 Restricted Fund Balance per statement (Accrual Basis) \$ 122,825.84 Add back payroll tax not yet deposited 1,430.42 Adjusted Restricted Fund Balance (Cash Basis) 124,256.26 Unrestricted Fund Balance 62,390.55 Total Ending Cash Balance, June 30, 2020 186,646.81

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Graham Revitalization Economic Action Team - GREAT Operating Budget for July 01, 2020 – June 30, 2021

Fringe Benefits Withholding-Federal and NC (15%)

B. Travel/Meetings

A. Personnel

Salaries

Executive Director

Administrative Assistant

8 nights X \$109.50 per day

3,000 miles X 0.58 per mile

1,740

876

500

750

2,250

3,900

38,400

1,200

39,600

5,760

2,616

C. Board Development

Meeting Expenses

Registration for Conferences/Workshops 2 Conferences X 4 participants X \$200 **Board Liability Insurance**

Regular Meetings (5 X \$100)

Annual Meeting (Food/Space)

1,600 650

3,500

Financial Services Space Rental Phone/Internet

D. Office of GREAT

Postage

960 Office Supplies 750 150 **Promotion Materials** 500

8,510

\$59,986