

**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 Shiptlet

Welcome by Michelle Shiptlet

1. Motion to open for business: Dick Evans, seconded: Rick Davis; motion carried
2. Motion to approve March 17, 2020 minutes: Chip Carringer, Jim Baker seconded; motion carried
3. 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 COVID-19
  - 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.
  - 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 seconded; motion carried.
  - 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 Shiptlet presented the proposed budget for 2020/2021. Rick 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 am at 300 Five Point Road.
  - i. Dick Evans moved to adjourn; Jim Baker seconded; motion carried.

Graham Revitalization & Economic Action Team Combined Cash Transactions For Period July 1, 2019 through June 30, 2020			
Beginning Balance, July 1, 2019			
Checking Account			5,053.98
Money Market Account			\$ 250,450.53
<b>Total Beginning Cash</b>			<b>255,504.51</b>
<b>Receipts:</b>			
<b>Designated Project Accounts:</b>			
ZSR IPA Grant	33,596.83		
Imagination Library	362.00		
ARC Broadband	40,000.00		
ZSR Mural Match	5,000.00		
Dogwood Health Trust	16,700.00		
Kids in Parks	13,475.00		
<b>GREAT Accounts:</b>			
Contributed Support	3,605.37		
Earned Income:			
Administration Fees	3,987.00		
Interest	516.57		
Other Income	0.00		
<b>Total Receipts</b>			<b>117,242.77</b>
<b>Disbursements:</b>			
Unrestricted Expenses	42,886.67		
<b>Designated Project Disbursements:</b>			
Total Tourism	1,382.50		
Leadership Project	73.89		
ZSR IPA Grant	6,750.00		
Imagination Library	3,000.00		
CSS/OEO	495.87		
ZSR Mural Match	5,575.14		
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		
Asset Map Project	2,379.38		
<b>Total Disbursements</b>			<b>183,614.77</b>
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
Add back payroll tax not yet deposited			1,430.42
<b>Total Ending Cash Balance, June 30, 2020</b>			<b>\$ 186,646.81</b>
Money Market Account			\$ 185,911.17
Checking Account			735.64
<b>Total Ending Cash Balance, June 30, 2020</b>			<b>\$ 186,646.81</b>
Restricted Fund Balance per statement (Accrual Basis)	\$ 122,825.84		
Add back payroll tax not yet deposited	1,430.42		
<b>Adjusted Restricted Fund Balance (Cash Basis)</b>			<b>\$ 124,256.26</b>
Unrestricted Fund Balance			62,390.55
<b>Total Ending Cash Balance, June 30, 2020</b>			<b>\$ 186,646.81</b>

		Statement of Restricted Fund Balances June 30, 2020														
		ARC Internet	ARC Tourism	CSS	ARC Tourism	Wayfinding	Kids in Parks	Sweetwater	Imagination	ZSR	ARC	Greenway	ZSR	Dogwood	CFWNC	NC
		Access	Leadership	Restrictd	Plan Phase II	Signage	Project	Project II	Library	IPA Grant	Broadband	Project GCS	Mural Match	Health Trust	2018	Garden
Preliminary Balance July 1, 2019	\$ 44,940.30	\$ 600.00	\$ 14,370.21	\$ 570.87	\$ 7,402.01	4,875.00	\$ 5,000.00	\$ 500.00	\$ 11,837.35	\$ -	\$ 50,000.00	\$ 10,148.64	\$ -	\$ 5,861.79	\$ 663.35	\$ -
Adjusted Balance July 1, 2019	\$ 44,940.30	\$ 600.00	\$ 14,370.21	\$ 570.87	\$ 7,402.01	4,875.00	\$ 5,000.00	\$ 500.00	\$ 11,837.35	\$ -	\$ 50,000.00	\$ 10,148.64	\$ -	\$ 5,861.79	\$ 663.35	\$ -
Adjustment per financial stmts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance July 1, 2019	\$ 44,940.30	\$ 600.00	\$ 14,370.21	\$ 570.87	\$ 7,402.01	4,875.00	\$ 5,000.00	\$ 500.00	\$ 11,837.35	\$ -	\$ 50,000.00	\$ 10,148.64	\$ -	\$ 5,861.79	\$ 663.35	\$ -
Current Year Receipts:	0.00	0.00	0.00	0.00	0.00	0.00	13,475.00	0.00	362.00	33,596.83	40,000.00	0.00	5,000.00	16,700.00	0.00	0.00
Contributed Support	0.00	0.00	0.00	0.00	0.00	0.00	13,475.00	0.00	362.00	33,596.83	40,000.00	0.00	5,000.00	16,700.00	0.00	0.00
Current Year Disbursements:	44,940.30	73.89	1,382.50	495.87	6,607.00	3,362.23	10,000.00	0.00	3,000.00	6,750.00	50,000.00	0.00	5,575.14	0.00	5,861.79	400.00
Disbursements for Project	44,940.30	73.89	1,382.50	495.87	6,607.00	3,362.23	10,000.00	0.00	3,000.00	6,750.00	50,000.00	0.00	5,575.14	0.00	5,861.79	400.00
Ending Balance June 30, 2020	\$ -	\$ 526.11	\$ 12,987.71	\$ 75.00	\$ 795.01	\$ 1,512.77	\$ 8,475.00	\$ 500.00	\$ 9,199.35	\$ 26,846.83	\$ 40,000.00	\$ 5,148.64	\$ (975.14)	\$ 16,700.00	\$ -	\$ 263.35
		Asset Map														
		Project														
Preliminary Balance July 1, 2019	\$ 2,750.59	\$ -	\$ 151,669.57													
Adjusted Balance July 1, 2019	\$ 2,750.59	\$ -	\$ 151,669.57													
Current Year Receipts:	0.00	0.00	109,133.83													
Contributed Support	0.00	0.00	109,133.83													
Current Year Disbursements:	2,379.38	0.00	138,348.72													
Disbursements for Project	2,379.38	0.00	138,348.72													
Ending Balance June 30, 2020	\$ 371.21	\$ -	\$ 122,954.63													

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

<b>A. Personnel</b>	
Salaries	
Executive Director	38,400
Administrative Assistant	1,200
	<b>39,600</b>
Fringe Benefits	
Withholding-Federal and NC (15%)	5,760
<b>B. Travel/Meetings</b>	
3,000 miles X 0.58 per mile	1,740
8 nights X \$109.50 per day	876
	<b>2,616</b>
<b>C. Board Development</b>	
Meeting Expenses	
Regular Meetings (5 X \$100)	500
Annual Meeting (Food/Space)	750
Registration for Conferences/Workshops	
2 Conferences X 4 participants X \$200	1,600
Board Liability Insurance	650
	<b>3,500</b>
<b>D. Office of GREAT</b>	
Financial Services	2,250
Space Rental	3,900
Phone/Internet	960
Office Supplies	750
Postage	150
Promotion Materials	500
	<b>8,510</b>
<b>TOTAL</b>	<b>\$59,986</b>