

Volunteer Tennessee
Quarterly Commission Meeting Minutes
October 16, 2020 (Virtual Board Retreat)

Members in Attendance: Chairing: Tina Hodges* (proxy for J. Crowe, S. Davis, R. Kriesky, L. Moten, S. Palmer, K. Reeves), Marjahna Hart (TDCS), Andrea Hill*, Michael Hogan (TDSHS), Buddy Lea (TDF&A), Greg Lyles*, Donovan Robertson*, Nancy Schelin (TDEC), Jason Scott*, Terry Silver*, Tracy Van de Vate*, Amy Walter*, Betty White*, Eileen Wollam*,

Members not in Attendance: Justin Crowe* (proxy), PJ Davis*, Stephanie Davis* (proxy), Brittany Debit-Barker* (TDOE), Bobby Graves (TDM), Ethan Harvill*, Rick Kriesky* (proxy), Heidi Leming (TBR), Lee Moten* (proxy), Carol Oglesby (UTC), Sara Palmer* (proxy), Wanda Perry*, Kane Reeves* (proxy), VACANT (CNCS, TDH, TDHS, TDLWD, TDMHSAS)

Staff: Shannon Duke, Neelam Gupta, Monica Hodges, Stephanie Houghton, Jim Snell, Daniel Sparkman

Quorum count: 16 (with proxies) of 25 (13 is quorum). (*) indicates voting member.

Tina called the business meeting to order at 12:30 p.m. Tina asked everyone to review the minutes from the July 17, 2020 meeting and then called for a motion to approve. Greg Lyles motioned to approve, and Eileen Wollam seconded. Tina then asked Eileen Wollam to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina called on Jim Snell to give the Director's Report. Jim shared the new AmeriCorps logo with the board. The new logo is part of the rebranding efforts of the Corporation for National and Community Service, which has changed its name to AmeriCorps and consolidated all its programs under the name AmeriCorps. Jim stated that the Senate had been working on CORPS Act [Cultivating Opportunity and Response to the Pandemic by Service] that did not go very far, but more recently, the House has been acting on the HEROES Act [Health and Economic Recovery Omnibus Emergency Solutions]. Both acts proposed significant additional funding for AmeriCorps, AmeriCorps seniors, the Volunteer Generation Fund, and State commissions. Related to this, Jim explained that the board can send thank you notes to Senator Marsha Blackburn, who cosponsored the CORPS Act. As follow up to the retreat, Jim will email a template for thank you cards and a link for an electronic thank-you. Jim mentioned that the upcoming conference and Governor's Volunteer Stars Awards [GVSA] will be virtual. He will send out a revised virtual sponsorship package to the board. The schedule for the GVSA has not been finalized, but it will probably coincide with the conference and would be over multiple days.

Tina then asked everyone to review 2019-21 State Plan revisions as proposed by each committee. To this, Jim stated that since no committee proposed any changes to the 2019-21 State Plan, this item could be skipped.

Tina then asked everyone to review the 2022-24 State Plan Development Timeline. Nancy Schelin stated that Jim had asked the Strategic Partnerships Committee to review the draft timeline during its committee meeting. The committee looked at the draft and did not propose any changes. Tina then called for a motion to approve the 2022-24 State Plan Development Timeline as presented.

Donovan Robertson motioned to approve, and Betty White seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina called on the Grants Committee to present budgets for approval. Buddy Lea explained that Volunteer Tennessee has two federal grants for operational expenses: the Commission Support Grant and the Commission Investment Fund. The Commission Support Grant requires state match, but the Commission Investment Fund is 100% federal. Michael Hogan then explained that, as part of the state budgeting process this year, all state agencies, including Volunteer Tennessee, were required to submit reductions to their state budgets due to economic impact of COVID-19. This reduced the amount of state match available through appropriations for the Commission Support Grant by about \$37,000. This match had to be made up through other sources in the budget and through reductions in some line items. Michael presented the 2021 Commission Support Grant budget with a clarification from Jim on the AmeriCorps PSA match, which allows State Service Commissions to count AmeriCorps PSA air play as match. Jim pointed out that the version of the 2021 Commission Support Grant budget that he sent out prior to the retreat had a small error in one of the line item totals. The version presented during the meeting today has the correction. Eileen asked if the PSA match was cash, and Jim explained that it was in-kind only. Tina then called for a motion to approve the 2021 Commission Support Grant Budget as presented. Amy Walter motioned to approve, and Andrea Hill seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina then called on Michael to present the 2021 Commission Investment Fund budget. Michael presented the 2021 Commission Investment Fund budget, which provide funds for training. Carryover from 2020 will be available for this budget possibly in May of 2021. Tina then called for a motion to approve the 2021 Commission Investment Fund budget as presented. Betty White motioned to approve, and Donovan Robertson seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina then called on Michael to present the 2021 AmeriCorps Funding Timeline revision. Michael noted two main date changes to the Timeline. The first was to change the date from 5/17 to 5/19 for Grants Committee conference call to develop Formula recommendation for full board. The second was to change the date from 5/3 to mid-May for the Competitive funding notification. Tina then called for a motion to approve the 2021 AmeriCorps Funding Timeline revision as presented. Donovan Robertson motioned to approve, and Terry Silver seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina then called on Michael to present the 2021 Volunteer Center and Youth Civic Engagement recommendation. Jim stated that Volunteer Tennessee had received conflict of interest forms from all board members for the Volunteer Center and Youth Civic Engagement funding decisions except Tina and Marjahna Hart; however, he then noted that Marjahna had dropped off the call and was not in attendance at that time. Tina stated that she had just emailed her form, and Jim confirmed that he had received it. Michael then presented the 2021 Volunteer Center and Youth Civic Engagement recommendation to the board. There were 5 applicants for Volunteer Center funding and 5 applicants for Youth Civic Engagement funding. The staff recommendation was to fund the top three scoring applicants in each category, dividing the funds evenly between the two categories. Michael noted that the Executive Committee had already approved the funding, and the board would be voting to affirm that decision. Jim explained that, due to the timing, this grant process needed to be approved before the meeting today in order to have the contracts in place by January 1,

2021; therefore, the Executive Committee met and approved the staff-recommended funding levels. Jim noted that Jason Scott, Andrea Hill, and Greg Lyles had conflicts of interest; therefore, they were muted during the approval process and did not vote. Tina then called for a motion to approve the 2021 Volunteer Center and Youth Civic Engagement recommendation as presented. Donovan Robertson motioned to approve, and Betty White seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina called on Eileen Wollam to present 2021 Slate of Officers. Eileen presented the 2021 Slate: Donovan Robertson as Chair; Amy Walter as Vice Chair, Terry Silver as Secretary, and Kane Reeves as Treasurer. Tina then called for a motion to approve the 2021 Slate of Officers as presented. Greg Lyles motioned to approve, and Jason Scott seconded. Tina then asked Eileen to do a roll call vote. Eileen called the roll. The motion passed unanimously.

Tina then called on Eileen for recognitions. Eileen recognized the 2020 Officers: Tina Hodges, Chair; Donovan Robertson, Vice Chair; Amy Walter, Treasurer; and PJ Davis, Secretary. Jim mentioned that a special thanks go to Eileen for stepping in to serve as 2020 interim Secretary, as PJ Davis was having some health issues. Eileen recognized Heidi Leming, ex officio, for 5 years. Eileen then recognized board class of 2020: Justin Crowe, 3rd term; PJ Davis, 2nd term; Ethan Harvill, 2nd term; Sara Palmer, 1st term; Terry Silver, 1st term; Tracy Van de Vate, 4th term; Amy Walter, 3rd term; and Eileen Wollam, 3rd term.

Tina then called on Jim to explain evaluations, self-assessments, and the calendar survey. Jim stated that retreat evaluations would be electronic, and he would send out a link to the SurveyMonkey to the board. In addition to this, he would send out a calendar survey to the board to schedule dates for 2021 Volunteer Tennessee board meetings, including the Day on the Hill. Then Jim mentioned that the other commissions use a self-assessment tool to assess the effectiveness of their board, and he thought of using a similar survey to assess our board strengths and improvement areas. Jim stated that staff would convert the self-assessment into a SurveyMonkey survey and send it to the board.

Amy then thanked the Board Development Committee and staff for arranging a great virtual board retreat.

Tina expressed how much she enjoyed being board chair.

Tina then called for a motion to adjourn. Eileen motioned, and Michael Hogan seconded. The meeting adjourned.

Approved: _____ Date: _____
Secretary

Meeting minutes prepared by Neelam Gupta, Monitoring Coordinator.