

Volunteer Tennessee
Executive Committee Meeting Minutes

Microsoft Teams

Tennessee Tower, 18th Floor Conference Room A, 312 Rosa L. Parks Ave., Nashville, TN 37243

Friday, November 20, 2023

Members in Attendance: Chairing: Amy Walter*, Terry Silver*, Jason Scott*, Amy Gilliland*, Micheal Hogan, Nancy Schelin, Betty White*

Members not in Attendance: Andrea Hill*

Staff: Jim Snell

Guests: None

Quorum Count: 5 of 6 (*) indicates voting member.

Amy Walter called the meeting to order at 9:04 a.m. CST. Amy shared the Volunteer TN Executive Committee agenda for the day: reviewing and voting on 2024 Volunteer Generation Grant Fund Budget, receiving public comments, and setting time for next executive meeting.

Amy W. asked that we confirm the quorum. All officers were present (for old by-laws – voting members = officers – 3/3 on the call), and there would also be a quorum with new by-laws (all the committee chairs also vote – 5/6). Jim noted that we should do a roll call for record (even though most faces were visible on Teams). Amy G. did a roll call.

Amy W. read the Statement of Necessity. Due to scheduling conflicts, less than a quorum of Volunteer Tennessee Executive Committee Commission members were present in person for the meeting, so under Tennessee Code Annotated section 844-108, the Volunteer Tennessee commission is allowed to rely on the participation of members by electronic or other means to constitute a quorum, only upon determination by the commission that a necessity exists. The commission was scheduled to consider the time-sensitive vote on the 2024 Vol Generation Fund Grant Fund Budget. Amy W. called for a motion to approve the determination of necessity to proceed with the meeting with a quorum to include electronic and phone participants based on the time sensitivity of the matter on the agenda. Michael Hogan made a motion, and Terry Silver seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. asked if all Conflict of Interests forms received. All received for those in the meeting, and no conflicts identified.

Amy W. asked Jim to present the information on the 2024 Volunteer Generation Fund Budget for Review.

Jim shared the documents last week via email. Only two partners (Hands on Nashville and Volunteer Memphis) are a part of the fund. These partners were also part of the 2023 Volunteer Generation Fund. Each agency is proposing to do much of the same thing with slight variations – smaller numbers and smaller budgets.

Jim reviewed the line-item budget. This grant doesn't require much staff time since there are only two partners. Therefore, there is a small staff budget allocation and travel allocation. There are also funds allocated for those partners to travel and attend the Volunteer TN conference. Training expenses for staff and the Service-Learning Train the Trainer expenses are also included. The largest line item is subgrants – such as Leadership Memphis. There will also be subgrants for the service-learning grants, but those will require a funding/approval process (and there is money in the grant to do this). Also included is moving some expenses (statewide volunteer portal) from the Commission Support grant into this budget (not to double-charge - if approved by EC and AC agency, will then revise Commission Support grant). For 2024, a total expected allocation of \$400,418 is a slight increase over last year. AmeriCorps officials told Commissions to not include any unexpended funds at this time. If asked to include later, will have additional funds to add here.

Amy W. asked if anyone had any comments or questions. Michael asked what the anticipated unexpended amount was. Jim shared that is currently unknown since the bulk of money is in subgrantee line – similar to current year. Therefore, until the Commission has a report from them, it is unknown. There will likely be some funds, but don't know how much.

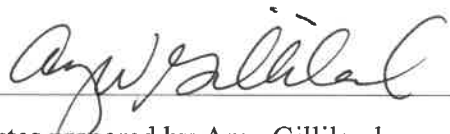
Amy W. asked for a motion to approve as presented – Jason made the motion, Michael seconded. Amy G did roll call, and the motion passed unanimously.

Amy W. shared that anyone from public was to ask to make comment to Jim Snell at jim.snell@tn.gov or 615-253-1426 at least one business day before meeting. Jim noted nothing received by 4:00 p.m. CST Friday, and he checked and confirmed that no requests to make comments were received over the weekend. During the meeting, no one from the public joined in person or on Teams.

Amy W. shared that the last business item was to set a Volunteer Tennessee Executive Committee meeting. Based on the schedules of the people involved, Amy W. recommends a Doodle poll.

Amy W. asked for any final questions or comments.

Amy W. called for a motion to adjourn. Jason made the motion, and Terry Silver seconded. Amy W. adjourned the meeting at 9:19 a.m. CST.

Approved:  Date: 6/10/2024 Secretary
Meeting minutes prepared by Amy Gilliland