

**Volunteer Tennessee**  
**Executive Committee Meeting Minutes**  
Microsoft Teams  
Tuesday, September 26, 2023

Members in Attendance: Chairing: Amy Walter\*, Andrea Hill\*, Terry Silver\*, Jason Scott, Amy Gilliland\*, Betty White

Members not in Attendance: Michael Hogan, Nancy Schelin

Staff: Jim Snell

Quorum Count: 3 of 3 officers (\*) indicates voting member.

Amy Walter called the meeting to order at 10:09 a.m. CST.

Amy W. asked Jim to share the two budgets – The Commission Support Grant budget and the Commission Investment Fund. Normally, these are 12-month budgets (Jan-Dec), but AmeriCorps is trying to switch from a calendar budget to July-June (which matches the state fiscal year and will be better for us for accounting). To make the transition, AmeriCorps is making the grants for 18 months instead of 12 months. They would begin in January 2024 and run through June 2025. To complicate matters, the amount of money they have for the Commission Support Grant budget (our primary operating grant with most of the staff salaries, Commission travel, Commission meetings, supplies, etc.) only has 12 months of funding in this grant. The other six months of operational funding is in the Commission Investment Fund. So, even though it will be an 18-month period, there is only 12 months of funding in the Commission Support Grant. The Commission Support Grant proposes spending that we would typically have in a 12-month period.

Typically, AmeriCorps allows carryover funds from the previous year, but as the budget reflects in the Total, they asked us to only include the baseline amount (\$403,693). Later on, we will be able to revise the budget to add the carryover amount. Various amounts listed in budget as match (most match is from State appropriations). Only have to do dollar for dollar match, but important to be higher since the amount in the federal column isn't enough to fund all that needs to be done. This grant doesn't include items like staff travel, supplies, postage, GVSA conference, etc. Have required items – computer, F&A Fiscal, Space, etc. So total \$403,693 with \$475,746 in match with source of funding listed below.

Next, Jim shared the other operational budget, the Commission Investment Fund Budget. This typically includes funding for training staff (Candace salary and benefits) and AmeriCorps program training. In this budget, they allocated a year and half worth of money - \$258,971 (with no match required).

Six months of the Commission Support Grant Budget funding was also added in here (as part of the transition plan) - \$201,846 (which is not enough to cover expenses even though it doesn't

require match.) Therefore, Jim added in \$201,844 match that will come from annual State Appropriations for Jan-June 2025.

To keep clear, all of Candace's salary and benefits for 1.5 year is in 1<sup>st</sup> column, other staff benefits for six months in columns 2 and 3. Again told not to add in carryover funds, but later will add in where there are currently some zeros. Budgeted for two commission meetings (from Jan to June), some supplies, postage, etc. Most of first column related to training and supporting programs.

AmeriCorps agency required that we include funding for a recruitment specialist in this budget. This will be a contractor, not staff position. Again, unexpended will be added in later.

Two budgets together get through 18-month period – Jan 2024 to June 2025.

Amy W. asked for questions. Amy G asked about the name. Jim clarified that the old PDAT (Program Development Assistance and Training) was eliminated from Congress at one point and went several years without training funds, but when reinstated, AmeriCorps wanted it to be titled more appropriately – investing in infrastructure. Has had this new name for about 10 years.

Amy G. shared appreciation for the way in which Jim has presented the transition to make it clear.

Jim clarified that when it is submitted the federal columns will be collapsed into a single column. This just illustrates where the money is coming from and how it is being utilized.

Andrea Hill asked if we get any revenue from anywhere other than federal funds. Jim shared that the first budget present (CSG) includes some of those – Conference, GVSA, statewide portal, etc. Can also include items like in-kind public service announcements.

Showed match needed in the CSG since the CIF does not require match. Once unexpended funds are added back in, it will be budgeted to all be expended.

Amy W. indicated that July-June seems like good for state and asked if it will also be good for programs. Jim clarified that this doesn't impact programs at all. They are funded through a separate grant – and not on calendar or state fiscal year – it runs from August to July. Volunteer Generation Fund (\$300,000) runs from October-September (Federal fiscal year). This will help to have at least these two on the same as the state fiscal year – will help with budgeting to sync.

Amy W. asked if we needed a vote. Jim clarified that the state statute requires a roll call vote.

Betty W also expressed appreciation for making this clear. Betty asked about procedure and bylaws and asked if chairs of committee could/should vote. Jim shared that the way they are currently structured, it lists the chairs as ex-officio. Even with just the officers, we have 3/4 for quorum. Can do vote and include everyone but clarify both ways.

Jason clarified that the by-laws haven't been revised yet. Jim pulled out the bylaws and it doesn't specify voting or non-voting – wording unclear. Best if an officer made motion and second and record all roll call votes.

Amy W. asked for a motion. Terry made the motion, Amy seconded. Amy G took a roll call vote and it passed unanimously – with chairs and without.

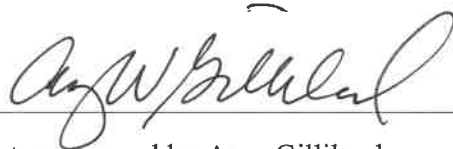
Amy G asked how the impending shutdown impacts programs. Jim stated that it would not affect AC since that money has already been granted. Payment system is automated, so state drawing down money should also not be affected. AmeriCorps VISTA members will be affected – they get furloughed. Not sure if that is also what happens with Seniors. Jason clarified that VISTAs are still expected to continue serving, but it's challenging for them to continue without wages. Jason also clarified that when states work with other government agencies, sometimes they have to make adjustments with AmeriCorps members.

Jim also clarified that the two budgets we approved are due Oct 4. Don't go into effect until January, but it could potentially delay the processing and awarding of those grant funds. In past shutdowns, it hasn't been an issue, but could be. We have unexpended funds and appropriations, so could continue to operate for a short term.

Amy G. also shared that she got an email today being reappointed. Jim shared many reappointed and have some new appointment so almost fully appointed now.

Amy W. asked for any other comments or questions. Amy W. adjourned the meeting at 10:40 a.m. CST.

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

6/10/2024

Secretary

Meeting minutes prepared by Amy Gilliland

