

**Volunteer Tennessee**  
**Quarterly Commission Meeting Minutes**  
Regas Building, 318 N Gay Street, Knoxville, , TN 37917  
Friday, October 20, 2023

Members in Attendance (in person underlined): Chairing: Amy Walter\*, Destiny Brown\*, Suzanne Carr (TDHS), Kim Carpenter Drake\*, Nathaniel Farnor\*, Amy Gilliland\*, D'Shonta Gleeton (TDCS), Andrea Hill\*, Michael Hogan (TDSHS), Adam Jarvis (TDFa), Aimee LaGrone (TDE), Caroline Ledlie (AmeriCorps), Heidi Leming (TBR), Greg Lyles\*, Lee Moten\*, Patricia Powell\*, Nestor Reyes (TDLWD), LTC John Rigdon (TDM), Jason Scott\*, Terry Silver\*, Tracy Van De Vate\*, Betty White\*, Eileen Wollam\*, Evon Wood\*, Jessica Youngblom (TDMHSAS)

Members not in Attendance: George Bove\*, Stephanie Davis\*, Terry Frank\*, Katie Goforth\*, Liz Johnson (TDH), Holly Jones\*, Kane Reeves\*, Cameron Sanford\*, Nancy Schelin (TDEC), Leon Shields\*, Kendra Thomas (TDH), VACANT - UT

Staff: Hope Alexander, Latiyfa Fields, Neelam Gupta, Gordon Harless, Jim Snell, Don Sowers, Candace Taylor

Quorum Count: 15 (with 10 in person) of 24 appointed (13 is quorum). (\*) indicates voting member.

Amy Walter called the meeting to order at 12:32 p.m. EST. Amy asked Jim for Quorum count. Not enough present in person for quorum. Amy W. read the Statement of Necessity. Due to scheduling conflicts, less than a quorum of Volunteer Tennessee commission members was 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 revisions votes on the 2024 Commission Support Grant Budget, the 2024 Commission Investment Fund Budget, 2024 Volunteer Center and Youth Civic Engagement Grants and the 2024 AmeriCorps Funding Timeline. 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. Terry Silver made a motion, and Betty White 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 everyone to review the minutes from the August 11, 2023 meeting (each participant received a link or printed copy). Amy W. asked everyone to review the minutes for any corrections or additions. Jason made a motion to accept as written. Tracy Van de Vate seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. called on Jim for the Director's Report. Jim shared that a Recruitment Specialist will start soon, hopefully November 1, to work with AmeriCorps programs across the state. A candidate has been identified, but it's a contract position so in the process with the State. Jim

also shared that they are in the process of hiring an additional staff person. The State budget just passed for current fiscal year included an additional person for the Volunteer Tennessee Staff. This will increase VT to 7 staff members and one volunteer, Don. Resumes are due by Monday, October 23. They are hoping to onboard the new staff member by the end of the year. Amy G. asked about their role/responsibilities. Jim shared that they will mostly be working with reporting and compliance and monitoring. They will also take on the responsibility of managing the TN Serves portal.

Amy W. then asked Eileen Wollam for report on Friends of Volunteer Tennessee. Eileen shared that it is going well and new people on the Board. Jason Scott is spearheading having a Friends of Volunteer Tennessee license plate. Jason identified an artist to work and ideas being submitted next week. Jason and Tracy are working on identifying legislative sponsor. Eileen also shared that a study group is working on the Certified Volunteer Administration Certification (with exam fees of \$400) – Sydney with TN Commission on Aging and Disability asked if Friends of Volunteer would be the fiscal sponsor for them to collect donations and then will disperse the funds. This act helps promote our name and goodwill but doesn't change the financial status. The Treasurer's report submitted at end of September reflected \$2,963. From January-September 2023, received \$510. Friends of Volunteer Tennessee is also working on a website. Amy W. encouraged to get 100% board contribution, with no minimum amount. You can contribute through the website

(<https://www.networkforgood.org/donation/ExpressDonation.aspx?ORGID2=46-0646417&vlrStratCode=gWW0uWWtG4vZYaMB%2f0MXcNpD8AH1Tk8uKNxi%2bfd8ZGMhxCczopx9KTP6K0LB1i7q>) or you can contribute by donating travel reimbursement as in-kind.

Amy W. asked Jim to share the 2023 State Service Plan. Amy W asked for any additional comments or questions. Michael Hogan made a motion to accept as written. 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 called on Michael Hogan regarding the 2024 Commission Support Grant Budget – available on web portal and projected during the meeting. Michael shared for staff travel, operational expenses – will cover fiscal year of Jan 2024-June 2025. Jim noted the Executive Committee has already approved this in time for the deadline, but still important to bring before the entire body. Jim added this budget and the next one is typically a calendar budget from Jan-Dec. AmeriCorps is transitioning to July-June fiscal year (which would match the state fiscal year) and that's why it extends for 18 months but only has 12 months of funding. The other 6 months of funding is in the next budget we will review and discuss. Kim clarified that this was a one-time transition to budget time frame. Jim replied we hope so. This budget only reflects the base allocation. After federal appropriations are passed, unexpended funds can be included (such as ARPA funds), so these will be included later. Jason asked for clarification of ARPA funds. Jim stated they granted three years at once. They are sitting there waiting to be used and were not rescinded since they had already been granted. (ARPA – America Rescue Plan funding.) Terry Silver made a motion to accept as written. Jason Scott seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Michael asked Jim to explain the carryover amount for the Commission Investment Fund Budget, which is used for Training and Technical assistance for staff, Commissioners, and programs. Jim shared that it provides funding for one staff person – typically the training officer (Candace). Most of it is for travel for training but also covers some events. The first column is the federal share, second column is the Jan-June 2025 dollars – since this grant doesn't require matching funds, and AmeriCorps did not want states to have to have to dollar-for-dollar match for these six months during this transition, the Commission Support Grant (column 2) isn't enough for Volunteer Tennessee to operate, so the third column shows the typical match. The last column is the total. At allocation - \$258,071 is 18 months, columns 2 and three are for six months (Jan-June 2025) and then the total. First two columns federal dollars – then match – then total. Jim reemphasized that most of the money is for travel, supplies, support. And again, it's for an 18-month period. Betty White made a motion to accept as written. Terry Silver seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Michael called for everyone to review Conflict of Interest Forms for the Volunteer Center and Youth Civic Engagement Grants. Jim noted that he attends advisory meetings for the Tennessee Afterschool Network and remaining in room only if factual questions asked. Those with a conflict stepped away from room: Destiny Brown, Nathan Farnor, and Patricia Powell.

Michael presented allocation awards. 14 applications were submitted: 7 for Youth Civic Engagement and 7 for Volunteer Centers. Recommendations based on average score. The total request was higher than amount available. When grants committee reviewed, they looked at scores and allocation available. Michael asked Jim to post spreadsheet of scores. Michael noted that when funds are available, sometimes VT funds all, but when more request than amount available, have to make decisions. UWGC – Low risk and highest score granted (2). Youth proposals that scored above 80 were funded. HON and LSSD granted a percentage since lowest in category appropriate for funding. Tracy asked what if HON or LSSD decline – Michael noted they would go back and redistribute. Jessica asked if they will adjust their performance measures if decreased funding. Michael said yes. Eileen made a motion to accept as written. Terry Silver seconded. Amy W did a call for questions. Jim asked for a quorum check for voting on both together. The Commission was one below quorum, and Nathan was randomly asked to return for the vote to make quorum. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed. Amy W. and Jim asked that we bring all back to room.

Michael brought forward the revisions to the AmeriCorps Funding Timeline. Jim explained that VT is adding a planning grant process into the timeline to add funding to have a planning year. This doesn't obligate VT to fund in the future but allows the agency to plan for future. Amy W asked if any comments or questions? Terry Silver made a motion to accept as proposed. Jason Scott seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed unanimously.

Amy W. noted the Board Development Committee has been working on Board By-laws and integrated feedback from Commission and the suggested changes. Jessica noted that she had two questions – 1) Section 3 of term asked about term limits of ex-officio members being different? Jim explained that ex-officio members don't have a determined time. A new Commissioner

could appoint new person, if person leaves, could change. 2) Under Executive Committee – article 7 section 2 powers – asked about Exec Committee collaborating with F&A HR division. Jim indicated that the more specific you are, the more limiting it is. Board Development committee thought it was not necessary to specify – that Exec Committee could reach out to relevant entities. Adam asked if can specify that they will collaborate with a state agency. Jim indicated that Board Development Committee did not think that limiting language needed to be included. Adam asked to specify about the personnel review. Jessica asked about action related to the review. Jim understands, but Board Development did not include. Jason (from Board Development committee) indicated that looking at state personnel policies, but not a specific entity. Adam’s concern is the Exec Committee can review policies and practices, but the State policies govern state employees. Jason responded that is why personnel processes is included. Jim added this was statement was included in the proposed revisions because no one was looking at it at all. Adam asked if this was more to review than to ensure alignment with. Doing a review doesn’t necessitate action and if some is needed, it would be followed. Jim reminded that one early suggestion was a new personnel ad-hoc committee, but decision was made to add to Exec Committee responsibility rather than creating a new group. Kim asked if it was redundancy in the by-laws. Jason explained that no one was looking at these before, so this is to make sure that the Exec Committee is looking at these details (such as compensation, etc.). Terry Silver made a motion to accept the revisions as presented and Betty White seconded. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed.

Amy W. called on Jason to present the slate of officers. Jim projected proposed slate – Chair – Amy Walter, Vice Chair – Terry Silver, Secretary – Amy Gilliland, Treasurer – Jason Scott. The proposed slate was determined by the Board Development Committee. Michael Hogan made a motion to accept the slate of officers, and Lee Moten seconded. Amy W asked for any questions or comments. Nathan asked about process for determining the slate. Jason explained that Board Development Committee discussed and talked with potential officers. Tracy (from the Board Development Committee) shared that a new chair is usually asked to serve two years. Following through the vice chair might become Chair. Sec/Treasurer – are usually asked to do those tasks. Treasurer position not very complex. If you are interested, reach out to BDC. Amy W. asked Amy G. to do a roll call vote. Amy G. called the roll, and the motion passed.

Other Business – Terry Silver awarded Michael Hogan a Champion of Service certificate (19 years of service). Tracy Van de Vate (since 2009 – 5<sup>th</sup> term) was also presented as a Champion of Service by Terry. Terry noted that any Commission Member can award these certificates to Champions of Service. Betty emphasized that any board member can award it to someone that you find is deserving of service – there are three different categories online – present the award, take a picture, and write a paragraph. It’s a good way to give recognition to those doing great work in our communities. Jason asked if the recipients could be corporate, or if had they to be from government or nonprofit. Betty indicated for they are available for all.

Hope reminded all to like the Volunteer Tennessee Pages.

Jason recognized 2023 officers – Chair - Amy Walter, Vice Chair - Terry Silver, Secretary - Amy Gilliland.

Next the Class of 2023 was recognized – Destiny Brown, Kim Carpenter Drake, Katie Goforth, Cameron Sanford, Terry Silver, Tracy Van De Vate, Amy Walter, Eileen Wollam, Nancy Schelin (20 years).

Amy W. made a call for any public comments, questions. None noted.

Amy W. reminded all that Jim will send out evaluation (or you can find in the PDF version of the agenda). Jim shared process for completing travel forms. Jim will send electronic version if anyone needs it. If you have time on your way out – mark days out on calendar that you unavailable to meet in 2024 (especially first quarter) – usually meet on a Friday.

Terry Silver shared that an anonymous donor was providing a jacket/polo for our anniversary – be looking for a survey monkey soon to complete and share your sizes.

Amy W. asked if there was any other business. Amy W thanked everyone for their service and time. Amy W. then called for a motion to adjourn the meeting. Terry Silver made a motion, Tracy Van de Vate seconded. Amy W. adjourned the meeting at 2:14 p.m. EST.

Approved:  Date: 02/19/2024 Secretary  
Meeting minutes prepared by Amy Gilliland

