

Brain and Spinal Injury Trust Fund Commission
2 Peachtree St NW Suite 26-426 Atlanta, GA
Commission Meeting
May 25, 2017

Minutes

Commissioners attending in person:

Chase Jones (CJ), Cheryl Harris (CH), Lisa Dawson (LD),

Commissioners attending via teleconference:

Bob Bauer (BB), Gwen McKee (GM), Jane Warnock (JW), Tim Wall (TW),
Andrew Dennison (AD), Susannah Kidwell (SK), Hank Fielding (HF).

Commissioners - Absent:

Barbara Means-Cheeley, Randy Owens, Rajaunnda Gandy.

Staff:

Craig Young (CY), Dionne Braxton (DB), Keisha Zachary (KZ),

Guests:

Jane Jackson

Chairman's Reports

CY – A quorum of 9 Commissioners are present.

CJ – I call the meeting to order at 10:37 a.m. Welcome!

Due to some quorum time constraints we will take care of the voting items first.

A quorum of 9 Commissioners is present.

1. Motion: to approve the April 2017 draft Commission minutes as submitted.

Motion by: BB **Second by:** TW

Vote: Unanimously approved.

Distribution committee:

TW – The applicant grid for May is larger than normal \$138,000 approximately.

Any questions concerning the grid?

None.

A quorum is present.

3. Motion: To approve the May 2017 distribution grid as submitted.

Motion by: Distribution committee **Second by:** CH, SK.

Vote: Approved unanimously.

HF leaves the meeting and LD enters the meeting. A quorum is present.

Executive committee updates:

CJ – We received the BIAG request for an organizational grant in the amount of \$8,000. We had preliminary discussions about the grant and Craig started a draft of the deliverables and sent to the committee for their review. The grant should come up for a vote in July and we will provide our final draft of the deliverables to BIAG prior to that decision.

CJ - We are looking at a possible strategic goal as procurement and implementation of a new applicant database. We have currently have funds that can be used for this needed project.

CY – our Tuesday meeting with GTA discussed website design and architecture and we are currently on schedule.

CY - There has been no response to DPH IT's second request for server passwords from Raymond Shields. Will advise the AG's office and see to next steps.

Communications committee:

CY – A BSITF one-page factsheet is being created – Paige will design a first-draft.

Collections update:

CY – collections were up in April. CJ – this is the largest amount collected since FY2013.

Finance committee:

BB – the committee met and reviewed the financials and collections reports. Though we are not in immediate danger of exhausting our funds we should keep searching for new revenue...such as line item funding? Staff has many distribution related responsibilities but are there other projects that some of our reserve could be used for to help us fulfill our mission?

New Business:

CY – we had many budget questions at the strategic planning meeting. As a result of that we will hold a budget review seminar after the July 27th Commission meeting concludes and will allow for a short interval of time for lunch. CJ – can we provide budget materials? CY - Materials will be provided and teleconferencing will be available.

The next Commission meeting will be on Thursday – June 22, 2017 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426

Motion to adjourn meeting at 11:10 a.m. by CH.