

The following provision under Article VI, Section 3, of the Durham Compact Board of Advisors Bylaws reads: "All meetings of the Board, including its standing committees, adhoc committees, task forces and workgroups, shall be conducted in compliance with the State of North Carolina Open Meetings Law (North Carolina Statutes Chapter 143, Article 33C, GS 132-1 et seq), except in cases specifically outlined in the North Carolina Public Records Act. Meetings shall be open, that is, held in public." Moreover, since this is a public meeting, Article VII, Section 2, of the Durham Compact Board of Advisors Bylaws states: "Participation in meetings by an individual, except members, shall be at the discretion of the Chairperson."

Note: All Durham Compact Board of Advisors Board (full) and Executive Committee meetings will be recorded.

DURHAM COMPACT BOARD OF ADVISORS QUARTERLY MEETING

Thursday, January 27, 2022

6:00 PM-7:30 PM

Dr. Joyce Blackwell (formerly Johnson), Chair, Presiding

MINUTES

Board Members Present: Officers--Dr. Joyce Blackwell, Board Chair; Dr. Christa Washington, Board Vice Chair, and Co-Chair, Education Committee; Sandeep Chauhan, Interim Chair, Corporate Committee; Tiffany Elder, Chair, Community Stakeholders Engagement Committee; Terry Johnson, Co-Chair, Committee for Strategic Public and Private Alliances; Paul Baker, Co-Chair, Committee for Strategic Public and Private Alliances; Lisa Long, Interim Chair, Philanthropic/Financial Committee; Raychelle Baptist, Co-Chair, Education Committee--**Board Members**—Vicky Cruz; Adri Maisonet-Morales; and Camryn Smith

Absent: Sara VanLear, Chair, Supplier Diversity Subcommittee; and Robert Doreauk, Board Member

Visitors: Kenyetta Hall, Durham Compact Small Business Engagement Committee Member; and Eshe Hamme, Durham Compact Small Business Engagement Committee Member; Tanisa Little

Call to Order

Dr. Joyce Blackwell called the Durham Compact Board of Advisors virtual meeting to order at 6:02 p.m. after a quorum was reached. She introduced Tanisa Little who was serving as Zoom coordinator for the meeting.

Approval of Agenda

Dr. Blackwell asked if there were any revisions that needed to be made to the Agenda. Hearing none, she asked for a motion and a second. Dr. Christa Washington made a motion to approve the Agenda and Tiffany Elder seconded the motion. The Agenda was unanimously approved.

Remarks/Introduction

Dr. Blackwell asked all attendees, except the two new members, to introduce themselves by providing their name, institutional affiliation, and role on the Durham Compact Board of Advisors. All Board members who were present introduced themselves. Non-Board members in attendance also introduced themselves.

Dr. Blackwell extended a hearty Happy New Year to all attendees and thanked them for taking time from their busy schedules to not only meet but to volunteer their time to work with the City of Durham and the Durham Compact. She explained that the Durham Compact officially became a part of the nonprofit, Built2Last, in mid-December 2021 when the City Council approved the Memorandum of Understanding (MOU) that was negotiated between the City of Durham and Built2Last members or officials. She further added that there were a few more steps that needed to be taken before the City could transfer its first tranche of funds to the nonprofit's bank account.

The focus of the quarterly meeting, according to Dr. Blackwell, was to discuss and agree on the next steps for the Durham Compact by answering the all-important question—"How does the Durham Compact Board of Advisors as well as its respective committee members and partners proceed as of January 27, 2022?" Dr. Blackwell reminded the group that most of them had been working on Durham Compact and Built2Last initiatives since early 2018 and at least five (5) of the six (6) Board committees had developed their goals that align with the Built2Last Logic Model. These same committees have also developed objectives, performance indicators, and activities. The various committee chairs and their members had also determined the budget that was needed for them to both effectively and efficiently implement their goals, objectives and activities.

Dr. Blackwell shared with the group those members who had resigned from the Board, citing conflict of interests and/or other more pressing obligations as the primary reasons. She also informed them that she had persuaded one member who had decided to step down—Xavier Cason—to remain as a committee member instead of a Board officer. The reduced responsibilities would not interfere with him completing his doctoral degree. Dr. Blackwell also stated that those members who had left the Board will truly be missed.

Dr. Blackwell then introduced two new members to the Durham Compact Board of Advisors, Dr. Paul Baker and Mrs. Raychelle Baptist. She asked each of them to provide a brief introduction—giving their name, institutional affiliation, and reason for agreeing to serve on the Durham Compact Board of Advisors. Both Dr. Baker and Mrs. Baptist introduced themselves, providing more detailed information.

After the brief introductions, Dr. Blackwell asked attendees to join her in welcoming the two new members. She added that she knew the experiences, talent and skill set that both new members brought to the Durham Compact and, therefore, knew that they would be an asset to the Board.

Dr. Blackwell then stated that they would follow the Agenda as printed and asked each person to provide their name, before speaking, for recordkeeping purposes.

Old Business

- Biographical Profiles: Dr. Blackwell asked each member to review their brief biographical sketches that had been included in their Board packets and to **send any needed changes or revisions, along with an electronic headshot, by 5:00 p.m., on February 15, 2022.** She added that the bios and headshots will be needed for the website and their directory. She thanked those members who had already submitted their information.

Dr. Blackwell asked if there were any questions or any further discussion of this topic. No one had questions, concerns or comments.

- Dr. Blackwell referred members to the Conflict-of-Interest form that was included in their Board packets. She asked them to read the form and she would address their questions. Board members did not have questions about the Conflict-of-Interest form.

Dr. Blackwell told them to expect an electronic copy of the form to complete from the new Recorder/Secretary once that election was held. The new Recorder/Secretary would inform them of the date to return the completed form. She also reminded them that they were all required to complete and return the form once they received it.

New Business

- Brief Website Presentation: Anthony Miles, the Web Designer for Built2Last, made a PowerPoint presentation in which he provided an overview of the website—its format and/or structure. He also informed attendees of the information that he would need from each committee chair. Dr. Blackwell asked each chair to schedule a brief meeting with Mr. Miles to provide him with an overview of their work—that is, mission, goals, objectives, activities and their impact on the Durham small-, minority-, and women- owned businesses as well as marginalized communities.

A question/answer session followed Mr. Miles' presentation. Most of the questions and comments—asked by Raychelle Baptist, Vicky Cruz and Dr. Christa Washington--focused on the proposed logo, graphics and whether a concerted effort would be made to create a website that represents and attracts a diverse group of individuals. Miles assured them that it would.

Election of Officer—Board Secretary/Recorder

- Using information from the PowerPoint that Tanisa Little displayed on the screen for Durham Compact members and Board packets, Dr. Blackwell reviewed the responsibilities of the Secretary/Recorder. After reviewing the responsibilities, Dr. Blackwell asked if there were any questions or comments. Hearing none, Dr. Blackwell asked if there were any nominations from the floor. Hearing none, Dr. Blackwell took the liberty as Board chair to nominate Dr. Paul Baker and asked if he would accept the position. Dr. Baker answered in the affirmative.

Dr. Blackwell then stated that Dr. Paul Baker had been nominated as Board Secretary/Recorder and had accepted. She asked if the members were ready for the question. The members were ready. Subsequently, a vote was held, and Dr. Baker was unanimously approved as the Board's next Secretary/Chair.

Dr. Blackwell asked Dr. Baker if he had any questions. Hearing none, she congratulated and welcomed him as a new Board officer and informed him that she would schedule a time to meet with him to transfer documents and any other data that he needed in order to perform his responsibilities as Secretary/Recorder. Dr. Blackwell finally thanked Dr. Baker for his future service as Secretary/Recorder.

Report: Updates from the Board Chair—Meetings, Board Expectations and Additional Updates

- Dr. Blackwell provided the following updates:

Once again, Dr. Blackwell thanked Board members for their time and energy devoted to this important initiative. She acknowledged that they had other important responsibilities as well as a full-time job. Therefore, she reassured them that she would always be mindful of their many responsibilities. She further added that quarterly Board meetings had been moved from Thursday mornings, from 9:00 a.m. to 10:30 a.m., to accommodate the schedules of Board members.

She thanked them for requesting meetings for clarity or additional information when needed. She also commended them for being data-driven as they developed and planned their goals. She will continue to try to respond to their requests within 24 hours.

Included in their packets is a list of goals submitted to date. She asked each Board member to review the goals and their committee composition for accuracy. She asked them to submit to her timelines and activities, aligning them with their budgets, **by February 18, 2022**.

She referred them to their Board packets to review the quarterly meeting dates and Executive Committee meeting and annual meeting dates. She indicated that these meetings did not include their respective committee meetings. She reminded chairs that they could meet with their committee members on a day and time convenient for them.

Dr. Blackwell also reviewed the comprehensive list of Board expectations that were included in the members' packets. She asked if there were questions, concerns or comments. Hearing none, she focused on the Memorandum of Understanding (MOU) that was negotiated between the City of Durham and Built2Last Innovations Lab, Inc. inaugural Board.

Dr. Blackwell highlighted some of the key components of the MOU:

1. The City is the nonprofit's initial investor in exchange for certain deliverables—some which are required to be provided by the Durham Compact.
2. City funding would be paid in installments once certain work had been completed by the nonprofit and its Board of Directors, employees and consultants.

3. The Built2Last Innovations Lab, Inc. Board of Directors is comprised of 11 members, with nine (9) seats already filled and two (2) seats remaining to be filled that belong to the City.
4. The nonprofit's Board of Directors approved contracts for its Executive Director, consultants and Web Designer at its first quarterly meeting on January 11, 2022. In year two, the goal is to fill additional positions for the nonprofit.
5. Consultants Dr. James Johnson and Jeanne Milliken Bonds will complete an Equitable Development Fund Feasibility Study to be presented to the Mayor, City Council and City Manager, as well as the nonprofit's 501 (c)(3) application and work with Compact members to organize and host focus group sessions and develop courses for the Bull City Training Center.
6. The Built2Last Board of Directors, according to the Bylaws, has fiduciary responsibility for the nonprofit and, therefore, will play a major role (not the sole role) in raising the needed funds.
7. Dr. Blackwell will provide oversight of the day-to-day operations of the nonprofit while managing the Durham Compact, securing additional partners, and writing grants to fund Durham Compact activities and certain operational expenses of the nonprofit.
8. Dr. Blackwell will be expected to present quarterly reports to the Board of Directors on the progress that Durham Compact members are making on their goals.
9. Dr. Blackwell reviewed the organizational structure of the Built2Last Innovations Lab, Inc., with the Durham Compact Board before reviewing the organizational structure of the Durham Compact.
10. Dr. Blackwell asked Board members to begin thinking about their budgets for next year and whether they would like to remain with the Board for another year. She was thinking that the tenure of Board members could be extended for at least an additional year since they were just getting started.

Dr. Blackwell asked if there were questions or comments. Hearing none, she proceeded to discuss the next agenda item.

Budget and Budget Process

- Dr. Blackwell asked members to turn to the Budget section of their Board packets to discuss the budget codes and the process for securing funds. She provided each chair with his or her own budget code and then explained how they would request money to implement certain activities. She reviewed the requisitions that were being prepared for their use in requesting funding. She also discussed attaching invoices, etc.

Committee Reports

Dr. Blackwell then asked each committee chair to provide updates, especially if they had some changes that were not included in the Board packet. She also noted that most will not have updates either because of a recent change in leadership or an inability to implement plans because of a lack of funding.

- **Education Committee, Dr. Christa Washington and Raychelle Baptist, Co-Chairs; Dr. Christa Washington, Presenter**

The Committee’s goals have not changed. Dr. Christa Washington stated that she and her new co-chair, Raychelle Baptist, had not had an opportunity to meet with their committee to discuss, in detail, the goals and their next steps. Once they have completed that process, they will be able to inform the Board of changes and/or updates to their current proposed activities, etc.

Brief Overview of Current Proposed Activities (included in March 2021 Minutes): This committee is focusing on ages 16-25 and plan to create a Youth Development Training Program. To do so, this Committee will first engage in asset mapping. In other words, they would identify two focus groups—youth between the ages of 16 and 25 will be the first focus group and business partners as the second focus group. This Committee will gather and analyze data on what needs to be done. Where are the gaps with this group of youth? What skills do these youth have and what skills do their workforce partners need? Once these questions are answered, this Committee will create a comprehensive curriculum program with equity and inclusion at the center. Also included with the curriculum is a strategic plan on how to effectively engage community colleges and universities in the area to provide training opportunities. This will be the Youth Development Training Program. This Committee will develop partnerships with educational institutions to provide training opportunities for youth between the ages of 16 and 25 to make sure that they gain the skills needed by partner anchor employers in the region.

- **Corporate Committee (Supplier Diversity Subcommittee), Sandeep Chauhan, Interim Chair**

In Sara VanLear’s absence and since Sandeep Chauhan is new in the position of chair, Dr. Joyce Blackwell presented the following report: This Committee launched the Triangle Supplier Diversity Practitioners Alliance in December 2021. They have secured 13 inaugural members who represent public and private entities across the region. The committee also has a year of topics planned to support collective supplier diversity problem solving and standard setting. The group’s goal is to increase public and private spending with People of Color- owned businesses and create stronger practices in the Triangle.

Brief Overview of Current Proposed Activities (included in March 2021 Minutes): Dr. Laura Reece, President/CEO, Rho, Inc., and committee member, spoke about an internship program that the committee had discussed as well as the need to meet with Carolinas-Virginia Minority Supplier Development Council (CVMSDC) and others to avoid duplication of services. She also briefly mentioned the committee’s and subcommittee’s plans to establish a reverse mentoring program for small-, minority-, and women- owned businesses.

- **Philanthropic and Financial Committee, Lisa Jackson, Interim Chair**

Lisa Jackson stated that the committee had not met since the departure of the co-chairs due to a conflict of interest once the Durham Compact transferred to the nonprofit. She plans to convene a meeting of the committee members to discuss the goals that have already been set and next steps.

Brief Overview of Current Proposed Activities (included in March 2021 Minutes): This Committee’s overall goal is to foster financial security for business owners—especially

small-, minority-, and women- owned businesses by providing various financial support mechanisms to ensure that they can scale and sustain their businesses. They have two goals. The first is to develop a pilot Financial Wellness Program for about 10-15 small-, minority-, and women- owned businesses and 5-10 philanthropic institutions. The philanthropic institutions will serve as partners and will agree to be mentors to the 10-15 small-, minority-, and women- owned businesses. The second goal is to identify 10-15 donors who are willing to support Durham Compact initiatives both monetarily and in-kind. They will create a Durham Compact database of prospective donors.

- **Committee for Strategic Public and Private Alliances, Co-Chairs Terry Johnson and Dr. Paul Baker; Dr. Paul Baker, Presenter**

Dr. Paul Baker provided a detailed description of several key initiatives on which the committee was working. He discussed an Artists of Color program for self-employed artists in the Triangle, development of a Media Public Relations Plan, and other programs including a think tank. He, co-chair Terry Johnson and the committee plan to meet to work out the details of each initiative.

Brief Overview of Current Proposed Activities (included in March 2021 Minutes):

This Committee created a comprehensive marketing and branding plan for Built2Last Innovation Lab's three divisions, which was approved by the City of Durham's City Manager-sanctioned Shared Economic Prosperity Team, and which is being used to help develop the nonprofit's website.

- **Community Stakeholders Engagement Committee, Tiffany Elder, Chair**

Tiffany Elder stated that they are in the process of finalizing their initiatives but will need to have discussions with chairs of all of the other committees before they can do so. She requested a meeting with all committee chairs and Dr. Blackwell followed up by requiring all chairs to meet with Tiffany Elder and her team. Tiffany Elder also said that they are working on a Community Engagement Plan.

Brief Overview of Current Proposed Activities (included in March 2021 Minutes): This Committee's focus has been on how to approach the *Built2Last* initiative and have an impact in Durham. How do they connect people with resources effectively and efficiently and not be redundant or not duplicate existing programs and/or services provided in the City by various agencies, etc.? They wanted to create a framework that was solid and foundational and that would allow them to meet the needs of people in the community—especially those in Durham's marginalized communities. Who need services and/or programs and how could this committee best meet those needs? They are still working on this initiative and will provide more details in once they have met with every committee chair.

Fall Launch of Built2Last

Dr. Blackwell informed the attendees that the plan is to launch Built2Last (which includes the Durham Compact) in fall 2022. The Committee on Strategic Public and Private Alliances will take the lead in planning this launch. She is in the process of working with various news outlets to secure coverage of the

new nonprofit. She indicated that the Durham Compact members will need to participate in any news coverage whether television, radio or print.

Dr. Blackwell asked if anyone had questions or comments. Hearing none, she reviewed the action items.

Action Items

Dr. Blackwell reminded Board members of the following action steps:

- Biographical profiles in Word and an electronic headshot are due by 5:00 p.m. on February 15, 2022.
- Dr. Paul Baker, the recently elected Secretary/Recorder for the Durham Compact, will electronically send each member of the Durham Compact a Conflict-of-Interest form to be completed and returned to him by a certain due date. Every Board member is required to complete a form for the current year.
- Chairs of various committees must schedule meetings with Web Designer Anthony Miles to discuss their committee's goals, objectives and activities that will be included on the Website. These meeting should begin the week of February 7, 2022.
- Timelines, budgets and activities are due from each committee chair by 5:00 p.m. on February 18, 2022. Please send this information to Dr. Blackwell at: bjohnson@built2lastinnovationslab.org.

Adjournment

With no additional questions or concerns, Dr. Johnson adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Dr. Joyce Blackwell (formerly Johnson)

Joyce Blackwell, Ph.D. (formerly Johnson)

Serving as Recorder