

African American Cultural Center Fund Development Subcommittee

Friday, May 24, 2019 at 10:00am

Conference Call

MEETING NOTES

Attendance:

Subcommittee Members Present (Virtually): Sharon McLucas (Co-Chair); Charles Brown; Ahmed Saafir; Max Viltz

City Staff: Alvin Teng, City of Long Beach

1. Welcome

Co-Chair McLucas began the meeting at 10:05am. She informed the group that Dr. Alex Norman was unable to join but would be at the Committee Meeting on Tuesday.

2. Fiscal Agent Discussion

Co-Chair McLucas requested an update from Max Viltz on the research on LBCAP as a Fiscal Agent. Max Viltz reported that Ahmed Saafir and herself had done research on other possible agencies including Leadership Long Beach. All charged an administrative fee of about 12-13%. Max Viltz has been in contact with Darick Simpson, who agreed to reduce the administrative fee of LBCAP to 12% for the African American Cultural Center, and referenced the updated General Overview of Fiscal Sponsorship form (form) provided by LBCAP (see attached).

Ahmed Saafir recommended that the Subcommittee request LBCAP's last annual financial report. Max Viltz responded that LBCAP's financials are on their website and are publicly available.

Co-Chair McLucas questioned the listing of 12-16% on the form. Max Viltz responded that she can provide an email committing to 12%. Charles Brown recommended that the Subcommittee request a draft contract from LBCAP.

Ahmed Saafir had questions about the form, particularly that the Project would be responsible for "Provide written reports to Sponsor on program activity as determined by LBCAP" and "Ensures program activities align with Sponsors mission and vision". All



members agreed that the Subcommittee should gain more clarity on these points, and Max Viltz agreed to discuss further with Darick Simpson.

Co-Chair McLucas entertained a motion to recommend LBCAP as the fiscal agent to the AACC Advisory Committee on May 28th and direct Max Viltz to get further clarification on two points of the form ("Provide written reports to Sponsor on program activity as determined by LBCAP" and "Ensures program activities align with Sponsors mission and vision"). The motion passed unanimously.

3. Further Discussion

Max Viltz mentioned that herself and Ahmed Saafir had discussed a list of other topics and procedures the AACC Committee will need to establish before establishing a nonprofit. These include committee approval, developing check request forms, receipts, and invoices, which signatures required on checks, reimbursement practices, etc.

Ahmed Saafir mentioned that it is still unclear what funds would be used for, and that the Committee will need to define the purpose of funds so potential donors know they will not be directly funding an African American Cultural Center building, but towards creating a 501(c)3. Charles Brown suggested that the Subcommittee continue meeting to establish these processes and purpose of funds. Co-Chair McLucas also suggested that determining a name would be necessary. Max Viltz recommended that these plans be reported back to the AACC Advisory Committee, and Co-Chair McLucas emphasized that the Subcommittee should meet again as soon as possible to discuss.

Ahmed Saafir suggested that, given information provided by Lord Cultural Resources, the Committee may not be ready to form a 501(c)3 yet. Max Viltz agreed, saying that it is for this reason that they are identifying a fiscal sponsor in the short term. Ahmed Saafir suggested that the Subcommittee develop a planning framework, including a vision, purpose, fiscal management process, and overall strategy to get the Committee to that point.

Co-Chair McLucas suggested that they use the next Subcommittee meeting to start that planning process, and proposed Monday, June 3 at 10:30am. All Subcommittee members agreed. Alvin Teng agreed to organize a location, preferably Councilmember Austin's field office at the Expo Arts Center.

Ahmed Saafir initiated a discussion on the continuing relationship with the City after this Visioning Process. He suggested that additional City resources may be necessary even after forming the 501(c)3, especially when it comes to funding and staffing. Alvin Teng mentioned that the City has budgeted these one-time funds as seed money for the African American Cultural Center and has always envisioned this to be a community-led process and Cultural Center. Charles Brown suggested that the Committee continue to advocate for



neighborhood services and community development resources via Councilmembers. Max Viltz mentioned that there are benefits and costs to having the City too involved in the process long term.

All Subcommittee members agreed to continue working hard to make this happen.

4. Scheduling of Next Meeting

As decided above, the next meeting will be on Monday, June 3rd at 10:30am, location TBD.

5. The meeting was adjourned at 10:39am

