



**BALTIMORE CHILDREN & YOUTH FUND, INC.
TRANSITION BOARD OF DIRECTORS MEETING
September 16, 2020**

MINUTES

The meeting of the Transition Board of Directors of the Baltimore Children & Youth Fund, Inc. was held on September 16, 2020 via video conference.

Board Members in Attendance: Catherine Benton-Jones; Dion Cartwright, Chair; Erika Seth Davies, Vice Chair; Jacqueline Caldwell; John Morris, Treasurer; Julia Baez, Secretary; and Kirsten Allen, Vice Chair

Board Member Absent: Earl El-Amin

The meeting was called to order by the Chair, Dion Cartwright, at 6:31 p.m.

I. Welcome & Overview of BCYF – Dion Cartwright

Cartwright welcomed the Transition Board of Directors and public to this meeting of the Baltimore Children and Youth Fund, Inc. She reminded the attendees of BCYF's purpose: to create new opportunities for the city's young people to learn, thrive and succeed. She reiterated BCYF's core values of racial equity, community ownership, intergenerational leadership, and collective decision making. Cartwright highlighted that the organization's commitment to racial equity comes in response to the failure of public, private and philanthropic sectors to adequately invest in Baltimore's people and communities of color, causing sharp disparities.

Cartwright continued with a discussion of the meeting's focus: grantmaking and operational work to support the creation of a strong institution that lives its values. She introduced the topics of the meeting, which would include approval of the previous meeting's minutes, a status report of the organization's work and development, a financial report, and a discussion and vote on signature authority.

II. Meeting Minutes from July 15th Board Meeting – Dion Cartwright

Cartwright announced that the Board had received the draft of the meeting minutes from the July 15th Transition Board meeting. She asked if there were any amendments or comments, and there were none.



Baez moved for approval of the minutes. Benton-Jones seconded the motion. The July 15th BCYF, Inc. Board meeting minutes were unanimously approved.

III. Transition Status Update – Kera Ritter

Ritter gave an overview of the work that has been done in the past two months on the transition. She highlighted the transition and institution building and TA/grantmaking work that is underway and will continue over the next year to 18 months.

IV. Treasurer’s Report – John Morris

Morris reported on BCYF’s tax-exempt status and financial management system.

He reported that at the end of August, BCYF, Inc. received its determination letter from the IRS granting it retroactive 501(c)(3) status as a public charity. BCYF, Inc. has filed its 2019 990 tax return. Morris stated that BCYF, Inc. is now in the process of applying for state tax exemption as a 501(c)(3) organization and registering as a charitable organization.

Morris stated that BCYF, Inc. has continued to work with the Fund for Educational Excellence to implement fiscal controls and manage and distribute funds accordingly.

V. Signature Authority – John Morris

Morris recalled that the Board voted to maintain authority for contracting and payment authorization above \$5,000, but stated that this threshold is too low to maintain the weekly processing of payments. He recommended the threshold amount be increased to \$15,000 and any contract or invoice for payment above this amount remains with the Board for authorization. Morris indicated that the Board would be authorizing the Transition Manager to enter into contracts and approve invoices for amounts of \$15,000 or less.

There was no discussion of this recommendation. Morris moved for approval of the recommendation. Caldwell seconded the motion. The motion was unanimously approved.



VI. Adjournment

The next Board Meeting will be held on Wednesday, November 18, 2020 at 6:30 p.m. via Zoom. The meeting was adjourned at 7:18 p.m.

Julia Baez

Julia Baez (Dec 4, 2020 12:44 EST)

Julia Baez

Secretary