



**GREATER
NASHVILLE
REGIONAL
COUNCIL**

11:30 A.M., Wed., August 18, 2021
Downtown Nashville Public Library
615 Church Street, Nashville TN 37219
MORE INFO: [GNRC.org/Calendar](https://www.gnrc.org/Calendar)

EXECUTIVE BOARD MEETING AGENDA

- 1. Call to Order and Approval of Previous Meeting Minutes (A)** **Paige Brown**
GNRC President
- 2. Public Comment**
- 3. Action Items:**
 - a. Approve Monthly Financial Report (A)** **Megan Nelson**
Finance Director
Staff will present the financial report for month ending June 30.
- 4. Informational Items:**
 - a. Becoming a Champion for the Volunteer Program** **Rebecca Nofi**
Volunteer Coordinator
Building on prior presentations, staff will dive deeper into the GNRC volunteer program to describe opportunities for mayors and other regional partners to become champions for volunteering across Middle Tennessee.
 - b. Preview Annual Meeting of the Regional Council Body** **Michael Skipper**
Executive Director
The full membership of the GNRC will convene for its annual meeting on September 22 in order to adopt the FY 2022 budget, elect officers, and certify the executive board. Staff will preview the agenda and review important activities that will need to be completed by board members prior to the meeting.
- 5. Regular Reports:**
 - a. Chair's Report** **Paige Brown**
 - b. Executive Director's Report** **Michael Skipper**
- 6. Other Business**
- 7. Adjourn**

(A) Indicates an attachment is available in the packet

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Agenda Item 1.

Prior Meeting Minutes

Background

Meeting minutes have been prepared and are ready for approval.

Recommendation

Approve meeting minutes.

GNRC

Greater Nashville Regional Council
220 Athens Way, Suite 200
Nashville, Tennessee 37228

GNRC Executive Board Meeting
Wednesday, June 16, 2021 11:30 am
TN Bankers Association
211 Athens Way
Nashville, Tennessee

MINUTES

BOARD MEMBERS IN ATTENDANCE:

Rogers Anderson	Williamson County
Paige Brown	Gallatin
Mike Callis	Portland
Stephen Chambers	Trousdale-Hartsville
Jamie Clary	Hendersonville
Faye DiMassimo	Metro-Nashville
Jim Durrett	Montgomery County
Gerald Herman	White House
Anthony Holt	Sumner County
Randall Hutto	Wilson County
Jim Kerr	Murfreesboro
Bill Ketron	Rutherford County
Jerry Kirkman	Westmoreland
Victor Lay	Nolensville
Kerry McCarver	Cheatham County
Addam McCormick	Goodlettsville
Ken Moore	Franklin
Mary Esther Reed	Smyrna
Bob Rial	Dickson County
Billy Vogle	Robertson County
Jessie Wallace	Humphreys County

CALL TO ORDER

Board President, Mayor Paige Brown, called the Executive Board Meeting to order at 11:55 a.m. on Wednesday, June 16, 2021.

APPROVAL OF MINUTES

Mayor Brown called for corrections or additions to the minutes of the April 21, 2021.

Mayor Ken Moore made a motion to approve the April 21, 2021 minutes as presented. Mayor Jerry Kirkman seconded the motion. There being no discussion, the minutes were unanimously approved.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

a) FINANCIAL REPORT

Ms. Megan Nelson noted that:

- As it relates to GNRC's financial position as of April 30, 2021, 59 percent of budgeted funds have been expended YTD totaling \$11.3M approx. (\$11,332,619.95) with 41 percent budgeted resources remaining at approx. \$7.9M (\$7,969,478.50).
- Total programmatic and admin expense detail reflects overages in communications and postage allocations; however, this is directly tied to the shift in GNRCs outreach/communication strategy as a result of the pandemic however these expenses are offset by travel/travel related allocations as travel was significantly reduced as a result of the pandemic. – Creates net positive effect
- Total revenues approx. \$9.0M (\$9,026,069.98).
- Total Cash available - \$3.3M (\$3,328,467.13)
- Finance team is actively working with grantors/funding agencies/members to fast pace the collection of invoices that are outstanding.
 - As of April 30th, 35 percent of invoices outstanding were greater than 60 days and 23 percent of those outstanding are a result of outstanding membership dues. The goal of the is to maintain an adequate level of liquidity to ensure the operation can run efficiently and services can continue to be provided in the community without interruption.
- Finance staff is working closely with directors and managers to proactively plan for spending as we head into yearend to ensure that resources are maximized to support programmatic and operational initiatives.

Mayor Ken Moore moved to approve the financial report with Mayor Bob Rial seconding. The motion was unanimously approved.

b) Adopt Continuation Budget for FY 2022

Mr. Michael Skipper reminded the members that though GNRC operates on the State's fiscal year, the budget is adopted by the full Council at the annual meeting in September. The continuation budget authorizes GNRC to continue working through September 2021 until the FY 2022 Annual Work Program and Budget are adopted by a quorum of the full membership of the GNRC.

Mayor Anthony Holt moved to adopt Resolution GNRC 2021-08. Mayor Merry Kirkman seconded and the motion passed unanimously.

INFORMATIONAL ITEMS

a) Update on Regional Economic Development Planning

Ms. Angie Hubbard, Director of Economic and Community Development, said that GNRC is updating the Comprehensive Economic Development Strategy (CEDs). She briefly went over the development of the plan and the timeline. The draft document will be released for public review and comment in August and the document will be adopted at the GNRC Annual Meeting on September 22, 2021.

Mr. Ralph Schulz, Nashville Area Chamber of Commerce, said that the Chamber works with the local governments in forming an economic development vision of private sector leadership. *Partnership 2030* is the Nashville region's public/private economic development initiative responsible for the creation of jobs and capital investments through business expansions and relocations, talent development through education advancement and postsecondary alignment with workforce needs, and enhanced livability and quality of life through efforts such as transit infrastructure, affordability, and health improvement.

The Chair thanked the Chamber and staff on the update to the CEDs. She named Mayor Jim Durrett, Mayor James Bridges, and Mayor Derek Adams to an advisory committee on economic development.

REGULAR REPORTS

a) Chair's Report

Mayor Brown welcomed the new staff members. She also thanked the staff for having the hybrid meeting option available.

b) Staff Report

Mr. Skipper said that the staff is transitioning back to the office full time by June 28th.

He reminded the members that the GNRC Annual Business Meeting and Luncheon will be September 22nd. Place to be determined.

With no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,
Lou Edwards
Recording Secretary

Agenda Item 3a.

Monthly Financial Report

Background

The monthly financial report has been prepared and is ready for approval.

Recommendation

Approve monthly financial report.

Monthly Financial Metrics

Member Dues

96% Paid

\$49,884 Outstanding

Annual Budget

74% Expended

Thru 12/12 Months

Cash on Hand

168 Days

Available Funding

Cash Savings

\$3.78 Million

Capital Fund, Dedicated Match, and Cash Reserves

Program Budgets

29/35 Programs

Within Budget

Due from Invoices

\$745K

95% from Aging Grants

Greater Nashville Regional Council
MONTHLY FINANCIAL REPORT
For the period of July 1, 2020 thru June 30, 2021

Grantor Program Code	GNRC Total Program and Administrative Expenses				GNRC Cash & Invoicing Balances	
	Line Items	Budgeted	Expended		Balance	June 2021
			July to Date	June 2021		
Personnel	\$ 6,938,269.29	\$ 5,792,154.31	\$ 620,946.62	\$ 1,146,114.98		
GNRC Salaries	\$ 4,818,242.56	\$ 3,784,007.98	\$ 405,663.75	\$ 1,034,234.58		
Contracted Personnel	\$ -	\$ -	\$ -	\$ -		
Fringe	\$ 2,120,026.73	\$ 2,008,146.33	\$ 215,282.87	\$ 111,880.40		
Office Space Leases and Assessments	\$ 456,507.56	\$ 408,431.13	\$ 12,555.17	\$ 48,076.43		
Office Cleaning Service	\$ 6,000.00	\$ 1,763.40	\$ -	\$ 4,236.60		
Computer Lease and IT Support	\$ 256,800.00	\$ 45,964.67	\$ 1,418.60	\$ 210,835.33		
HR & Payroll Services	\$ 46,865.00	\$ 9,354.34	\$ 689.14	\$ 37,510.66		
Interest Expense for Line of Credit	\$ 1,000.00	\$ 300.00	\$ -	\$ 700.00		
GNRC Auditing Services	\$ 45,000.00	\$ 44,000.00	\$ -	\$ 1,000.00		
GNRC Legal Fees	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00		
GNRC Insurance	\$ 72,000.00	\$ 49,501.02	\$ 2,250.00	\$ 22,498.98		
Employee Parking & Transit Passes	\$ 44,700.00	\$ 17,524.50	\$ 1,920.00	\$ 27,175.50		
Area Travel and Parking	\$ 130,635.00	\$ 19,684.43	\$ 2,599.51	\$ 110,950.57		
Workshops and Conference	\$ 154,715.00	\$ 17,290.51	\$ 2,668.18	\$ 137,424.49		
Printing & Publications	\$ 64,082.50	\$ 66,370.67	\$ 13,042.81	\$ (2,288.17)		
Consumable Supplies	\$ 74,801.00	\$ 25,327.30	\$ 1,371.20	\$ 49,473.70		
Postage	\$ 7,170.00	\$ 17,198.65	\$ 391.10	\$ (10,028.65)		
Membership Fees & Professional Certifications	\$ 38,750.00	\$ 28,688.61	\$ 1,219.00	\$ 10,061.39		
Periodical and Data Subscriptions	\$ 135,178.00	\$ 54,826.67	\$ 956.00	\$ 80,351.33		
Public Noticing/ Marketing	\$ 46,000.00	\$ -	\$ -	\$ 46,000.00		
Software and Devices	\$ 161,181.00	\$ 198,788.33	\$ 66,055.23	\$ (37,607.33)		
Communications	\$ 57,152.00	\$ 84,210.12	\$ 9,259.29	\$ (27,058.12)		
Consultant Services	\$ 1,293,450.00	\$ 452,621.73	\$ 83,461.90	\$ 840,828.27		
Program Audit Fee	\$ 12,000.00	\$ 10,600.00	\$ -	\$ 1,400.00		
Program Legal Fees	\$ 48,000.00	\$ 44,629.59	\$ 9,686.40	\$ 3,370.41		
Program Insurance	\$ 12,500.00	\$ 12,831.56	\$ -	\$ (331.56)		
Auto Repair & Maintenance	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		
Miscellaneous	\$ 48,070.00	\$ 21,861.12	\$ 1,237.82	\$ 26,208.88		
Allocated Admin						
Pass Thru Grants	\$ 9,145,272.00	\$ 6,889,092.40	\$ 883,760.91	\$ 2,256,179.60		
Totals	\$ 19,302,098.35	\$ 14,313,015.06	\$ 1,715,488.88	\$ 4,989,083.29		
					Cash Balances	
					Simmons Bank - Operating Account	\$ 790,796.20
					LGIP - Reserve Account	\$ 3,780,145.70
					Less TCAD Advance (Dedicated)	\$ 469,750.00
					Available Cash in Accounts	\$ 4,101,191.90
					Invoicing Balances	
					Revenue Received from Invoices	\$ 12,392,950.52
					Payments Due from Invoices	\$ 744,514.46
					Amount to Invoice	\$ 1,175,550.08
					Total Revenue from Invoices	\$ 14,313,015.06

Greater Nashville Regional Council
MONTHLY FINANCIAL REPORT
For the period of July 1, 2020 thru June 30, 2021

Grantor Program Code	GNRC Program Expenses				GNRC Administrative Expenses			
	Budgeted	Expended		Balance	Budget	Expended		Balance
		July to Date	June 2021			July to Date	June 2021	
							500	
Personnel	\$ 5,798,241.40	\$ 4,781,921.51	\$ 501,555.18	\$ 1,016,319.89	\$ 1,140,027.88	\$ 1,010,232.80	\$ 119,391.44	\$ 129,795.08
GNRC Salaries	\$ 4,026,556.53	\$ 3,124,024.05	\$ 327,665.46	\$ 902,532.48	\$ 791,686.03	\$ 659,983.93	\$ 77,998.29	\$ 131,702.10
Contracted Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe	\$ 1,771,684.87	\$ 1,657,897.46	\$ 173,889.72	\$ 113,787.41	\$ 348,341.85	\$ 350,248.87	\$ 41,393.15	\$ (1,907.02)
Office Space Leases and Assessments	\$ -	\$ -	\$ -	\$ -	\$ 456,507.56	\$ 408,431.13	\$ 12,555.17	\$ 48,076.43
Office Cleaning Service	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 1,763.40	\$ -	\$ 4,236.60
Computer Lease and IT Support	\$ -	\$ -	\$ -	\$ -	\$ 256,800.00	\$ 45,964.67	\$ 1,418.60	\$ 210,835.33
HR & Payroll Services	\$ -	\$ -	\$ -	\$ -	\$ 46,865.00	\$ 9,354.34	\$ 689.14	\$ 37,510.66
Interest Expense for Line of Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GNRC Auditing Services	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 44,000.00	\$ -	\$ 1,000.00
GNRC Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
GNRC Insurance	\$ -	\$ -	\$ -	\$ -	\$ 72,000.00	\$ 49,501.02	\$ 2,250.00	\$ 22,498.98
Employee Parking & Transit Passes	\$ -	\$ -	\$ -	\$ -	\$ 43,200.00	\$ 17,524.50	\$ 1,920.00	\$ 25,675.50
Area Travel and Parking	\$ 120,635.00	\$ 18,685.89	\$ 2,448.05	\$ 101,949.11	\$ 10,000.00	\$ 502.58	\$ 151.46	\$ 9,497.42
Workshops and Conference	\$ 114,715.00	\$ 10,187.73	\$ 1,118.73	\$ 104,527.27	\$ 30,000.00	\$ 6,620.71	\$ 1,167.38	\$ 23,379.29
Printing & Publications	\$ 29,082.50	\$ 25,797.38	\$ 7,235.11	\$ 3,285.12	\$ 35,000.00	\$ 40,199.29	\$ 5,807.70	\$ (5,199.29)
Consumable Supplies	\$ 39,801.00	\$ 12,541.41	\$ 401.09	\$ 27,259.59	\$ 35,000.00	\$ 11,143.14	\$ 937.61	\$ 23,856.86
Postage	\$ 2,170.00	\$ 4,587.81	\$ 95.10	\$ (2,417.81)	\$ 5,000.00	\$ 12,510.53	\$ 296.00	\$ (7,510.53)
Membership Fees & Professional Certifications	\$ 28,750.00	\$ 16,214.45	\$ 1,049.00	\$ 12,535.55	\$ 10,000.00	\$ 12,080.16	\$ 170.00	\$ (2,080.16)
Periodical and Data Subscriptions	\$ 125,178.00	\$ 48,392.71	\$ -	\$ 76,785.29	\$ 10,000.00	\$ 6,433.96	\$ 956.00	\$ 3,566.04
Public Noticing/ Marketing	\$ 36,000.00	\$ -	\$ -	\$ 36,000.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Software and Devices	\$ 81,181.00	\$ 11,778.30	\$ 46,778.00	\$ 69,402.70	\$ 80,000.00	\$ 187,010.03	\$ 19,277.23	\$ (107,010.03)
Communications	\$ 20,040.00	\$ 20,531.16	\$ 2,867.25	\$ (491.16)	\$ 37,112.00	\$ 63,678.96	\$ 6,392.04	\$ (26,566.96)
Consultant Services	\$ 1,176,450.00	\$ 333,563.23	\$ 75,200.40	\$ 842,886.77	\$ 40,000.00	\$ 2,011.50	\$ 2,011.50	\$ 37,988.50
Program Audit Fee	\$ 12,000.00	\$ 10,600.00	\$ -	\$ 1,400.00		\$ -		\$ -
Program Legal Fees	\$ 48,000.00	\$ 44,629.59	\$ 9,686.40	\$ 3,370.41		\$ -		\$ -
Program Insurance	\$ 12,500.00	\$ 12,831.56	\$ -	\$ (331.56)		\$ -	\$ -	\$ -
Auto Repair & Maintenance	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00		\$ -		\$ -
Miscellaneous	\$ 23,070.00	\$ 10,407.38	\$ 377.48	\$ 12,662.62	\$ 20,000.00	\$ 9,892.27	\$ 840.34	\$ 10,107.73
Allocated Admin	\$ 2,393,514.05	\$ 2,090,373.77	\$ 219,250.35	\$ 303,140.28				\$ -
Pass Thru Grants	\$ 9,145,272.00	\$ 6,889,092.40	\$ 883,760.91	\$ 2,256,179.60				
Totals	\$ 19,207,599.95	\$ 14,342,136.28	\$ 1,751,823.05	\$ 4,865,463.67	\$ 2,393,512.44	\$ 1,938,854.99	\$ 176,231.61	\$ 454,657.45