

MEETING OF THE COMMITTEE ON CONTRIBUTIONS

October 20, 2025

1:00 p.m.

Murfreesboro Municipal Airport
Business Center

AGENDA

- | | | |
|----|--|--------------------|
| 1. | Public Comment | Information |
| 2. | Approval of Minutes
[<i>Attachment 1</i> – Minutes of 8/25/25 Meeting] | Action |
| 3. | Panel Discussion regarding Grant Processes | Information |
| 4. | Board of Trustees Update | Information |
| 5. | Other Business | Action/Information |
| 6. | Adjournment | Action |

ATTACHMENT 1

Murfreesboro Community
Investment Trust
Benefiting the Murfreesboro Community

MINUTES
Committee on Contributions
August 25, 2025

The Murfreesboro Community Investment Trust Committee on Contributions met in the Business Center at the Murfreesboro Municipal Airport, 1930 Memorial Boulevard, Murfreesboro, Tennessee at 1:34 p.m. on Tuesday, August 25, 2025. Proper notice of this meeting was published in the *Murfreesboro Post* on Tuesday, July 29, 2025.

Board Members Present and in Attendance

Carl Montgomery – Chair and Presiding
Wade Hays
Dr. John A. Hinkle, Jr.
Lynn Lien
Lyle Lynch
Ronnie Martin
Collier Andress Smith

City Representatives Present and in Attendance

Craig Tindall, Special Counsel
John Tully, Assistant City Attorney
Angela Jackson, Executive Director of Strategic Services
Erin Tucker, City Recorder/ Chief Financial Officer
Karen Lampert, Grant Manager
Mike Browning, Public Information Officer
Melanie Joy Peterson, City Clerk

Chair Montgomery called the meeting to order and determined a quorum was present.

1. Public Comment on Agenda Items (Information). No public comments were received or presented.

2. Approval of Minutes (Action). Minutes from the January 21, 2025 meeting were offered for approval.

Dr. Hinkle made a motion to approve the minutes. Ms. Lien seconded the motion. Upon roll call, the motion was passed by the following vote:

Aye: Wade Hays, John A. Hinkle, Jr., Lynn Lien, Lyle Lynch, Collier Andress Smith,
Ronnie Martin, Carl Montgomery

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Nay: None

3. Review FY25 Grantee Final Reports (Information). Karen Lampert, Grant Manager, presented an overview of the FY25 Grantee Final Reports, which included grantee names, award amounts, project descriptions, and key highlights. Notably, CASA and Habitat for Humanity were commended for their thorough reporting and meaningful use of funds. However, concerns were raised regarding the American Red Cross, Second Harvest, and Journey Home due to unclear reporting and potential non-compliance with grant requirements.

Committee members and City staff expressed concerns regarding the use of grant funds outside the City of Murfreesboro. The Committee underscored the importance of ensuring all awarded funds are utilized within City limits and directed staff to communicate these concerns to flagged organizations, including the potential implications for future funding if grant guidelines are not followed.

This report was presented for information only and no action was taken.

4. Review FY26 Grant Funding Status (Information). Craig Tindall, Special Counsel, confirmed all FY26 grants have been distributed, and City staff are prepared for mid-year reporting.

5. Review and Approve FY26 Mid-Year and Final Report Questionnaires (Action). Craig Tindall, Special Counsel, presented drafts of FY26 Mid-Year and Final Report Questionnaires for Committee review and feedback. Discussion among Committee members and staff ensued. Committee members requested the following amendments.

- Clarification that deviations from the approved project summary may affect future funding.
- Organizations must report plans for any unspent funds.
- Committee may request return of unspent funds or allow rollover at its discretion.

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- Development of a multi-year supplementary tracking document to monitor and track each organization's grant compliance and funding history. This document may be used in future decision making.

Mr. Martin made a motion to approve the recommended FY26 Mid-Year and Final Report Questionnaires, incorporating all amendments and recommendations proposed by the Committee. Dr. Hinkle seconded the motion. Upon roll call, the motion was passed by the following vote:

Aye: Wade Hays, John A. Hinkle, Jr., Lynn Lien, Lyle Lynch, Collier Address Smith, Ronnie Martin, Carl Montgomery

Nay: None

6. Review FY27 Application and Funding Schedule (Action). Karen Lampert, Grant Manager, presented the FY27 Grant Application and Funding Schedule, the FY27 Grant Application and the Committee Criteria for Grant Application and requested Committee feedback. Discussion ensued among Committee members and City staff. Committee members requested the following amendments.

- Add a question regarding any incidents of fraud or embezzlement in the past fiscal or calendar year.
- Require financial statements to be audited where applicable.
- Clearly emphasize that funding must be used within Murfreesboro City limits.
- Provide historical funding data in evaluation materials to inform decisions (not scored but considered for returning applicants).
- Allow applicants to optionally include a 2-minute YouTube video link in the project summary to visually support their proposal (as discussed under Other Business).

Ms. Smith made a motion to approve the FY27 Application and Funding Schedule, Grant Application, and Committee Criteria for Grant Application, incorporating all

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amendments and recommendations proposed by the Committee. Mr. Lynch seconded the motion. Upon roll call, the motion was unanimously passed by the following vote:

Aye: Wade Hays, John A. Hinkle, Jr., Lynn Lien, Lyle Lynch, Collier Address Smith,
Ronnie Martin, Carl Montgomery

Nay: None

7. Other Business.

CIT Committee Survey Response Synopsis. Angela Jackson, Executive Director of Strategic Services, presented a document titled, "Survey of the CIT's Committee on Contributions Understanding Priorities and Decision-Making Processes in Your Evaluation" and requested feedback from Committee members regarding information and support they need to make more informed decisions. Discussion ensued and Committee members provided feedback.

Mr. Lynch made a motion to schedule an informational session in October aimed at deepening the Committee's understanding of homelessness and related community needs prior to grant evaluations. The session may feature presentations from the Murfreesboro Police Department (MPD), United Way, and other relevant agencies, including representatives from City Schools and the Chamber of Commerce. Mr. Hays seconded the motion. Upon roll call, the motion was unanimously passed by the following vote:

Aye: Wade Hays, John A. Hinkle, Jr., Lynn Lien, Lyle Lynch, Collier Address Smith,
Ronnie Martin, Carl Montgomery

Nay: None

Committee members discussed the option of allowing applicants to include brief, optional video submissions—approximately two minutes in length—to supplement their grant applications. Links may be provided in the project summary section and would not be required or factored into scoring. Mr. Tindall and several Committee members recommended

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incorporating this feature as a suggested amendment to the FY27 Grant Application previously approved during the meeting (Agenda Item 6).

Next Meeting. The Committee discussed possible meeting dates. City Staff will send out a survey to determine availability for the October meeting.

8. Adjournment. There being no further business, Chair Montgomery announced the meeting adjourned at 2:45 p.m.

CARL MONTGOMERY
COMMITTEE CHAIR

ATTEST:

ERIN TUCKER
CITY RECORDER

Date Approved: _____