



**Attendance:** Cynthia McGuinness, Joann Lawrence, Meredith Hammons, Nydia Akins, Shavonn Richardson, Betty Barnard, Tango Lemon; **via WebEx:** Shelley Wales, Skye Thompson, Tracy Knutsen, Patricia Duboise, Meghann Adams, Maggie Fuller, Neka Beckwith, Deb Cook

### **Welcome and Introductions:**

Cynthia McGuinness welcomed everyone and asked attendees to introduce themselves.

### **Guest Speaker:**

Shavonn Richardson, Think and Ink Grant Consulting

Topic: 50 Shades of Gray (Areas) – Creating a Clear and Drama Free Contracts

Contracts: Keep the language simple.

- Provide clarity in business relationships.
- Protect yourself in the event the business relationship goes south.
- Decrease any misunderstanding and ensure that both parties are on the same page.

Getting Paid: Rate and hours for retainer.

- Specify if there are any overages in hours separate from the hours listed in your retainer.
- Make sure to invoice the “billing” contact.
- Always include the number of hours, dollars per hour and amount per month.

Late Payments:

- Define what a late payment is.
- Be specific on what is considered late (Is it 30 days or 60 days past the due date?). Consider if you want to include a fixed or variable late payment.
- A Ceasing Service Clause is another consideration when dealing with late payments, meaning, if a payment is not paid by a certain time, services will be paused. The relationship can be automatically terminated without a refund.

Don't Get Sued: Fiscal Responsibility.

- Establish that you are a separate entity.
- Provide accurate information.
- Professional liability- This is a type of insurance that provides protection for you as a consultant.
- Arbitration and legal fees.

Non-Routine Business Expenses:

- Items to include in your contract:
  - Specialized printing, mailing and materials
  - Travel and lodging
  - Billing for travel time
  - Mileage restrictions
  - Mileage reimbursement amount (IRS reimbursement rate .58/mile)

Intellectual Property: Who owns it?

- If the contract does not state that your work is for one time use, clients can reuse the grant.
- Non-responsive clients – Include “responsibility of client” in the contract.
- Subcontracting – Include a non-compete clause to prevent subcontractors from engaging with clients outside of the firm.

**Chapter Business:**

**President’s Report:**

- Job Announcements
  - Georgia Department of Agriculture is seeking an Assistant Director of Grants.
  - YMCA of Metro Atlanta is seeking a Grants Manager.
- Upcoming Meeting Dates & Events:
  - October 22<sup>nd</sup> – Funder Panel
  - November (date and venue TBD) - National Conference Recap
  - December (date and venue TBD)- Holiday Luncheon
  - January 28<sup>th</sup> – Amanda Day at Mercy Care
  - February 25<sup>th</sup> – at Mercy Care
  - March 24<sup>th</sup> – at Community Foundation for Greater Atlanta
- GPA National Conference will be held November 6-9, 2019 in Washington, DC.
- Southern Regional Grants Conference will be held April 23-24, 2020 in Greenville, SC.

**Treasurer’s Report:**

- Meredith provided the Treasurer’s Report.
  - GGPA Balance: \$22,311
  - GGPA Chapter Dues for the Month of August: \$75

**Other Business:**

**Meeting adjourned and the next meeting will be held on October 22, 2019 at the Atlanta Community Food Bank.**