

DRAFT  
Ralph Bunche Advisory Committee  
Subcommittee: Business Plan  
3:30 PM-10/05/2022  
Virtual via Microsoft Teams

Members present: Chris Clarke, Cathy Binder, Stephanie Burch, Claudette Jordon, Annie Cupka, Mike Hubbard, Shannon Tolliver.

Members absent: Nick Minor, Lisa Hull, Cathy Cutright

#### Letter of Intent

Chris shared the Letter of Intent (LOI) from Visualize and Rize (V&R) which was adopted as presented on 10/4/2022 by the King George County Board of Supervisors.

Annie asked that we ask to receive the copy that was officially signed by Jermon Bushrod showing that he is officially partnered.

Annie stated that the LOI gives Visualize and Rize permission to start fundraising and grants access to the school should they need measurements and such. The LOI also mentions that there is one year for all parties to finalize and agree on the space, fundraising benchmarks, sponsorship levels and so forth. Annie mentioned that we should have one for the Alumni Association as well.

Chris mentioned about updating the business plan to reflect the LOI. Annie said that we should start on page 6 with regards to services; there is no mention of Visualize and Rize. Shannon is to work with V&R so we can add what V&R intends to bring as far as services and occupancy. Page 8 under the Marketing section we need to add about advertisement, goals, and objectives. We will also tie in V&R with the Ralph Bunche Alumni Association (RBAA) will work in harmony with a mutual goal to renovate and provide services in the building. Annie mentioned the rack cards that have the V&R and RBAA information and has been handing them out and will drop some off with Stephanie to distribute.

We will need to update page 10 in reference to the rack cards as they have been finalized and published.

Claudette asked about inserting RBAA and their endeavors and Chris and Annie found where they were already listed in Management, Operational Plan and Executive Summary.

Operational plan needs an update from Shannon with V&R to reference their operations and services.

Annie asked about comparable buildings in reference to utility, maintenance, security, and insurance costs. Claudette would like security on windows and doors. Chris will get with the county on a comparable building and then accounts payable for a cost analysis. Shannon and Chris will look at security costs. Chris will also talk with Mike Muncie (KG General Properties) so we can work on writing a grant for security needs.

The plan needs to be updated and to Chris by close of business Monday, 10/10 for us to present at our advisory meeting on 10/12. If approved, Renee will present to the Board of Supervisors at their 10/18 meeting.

Mike Hubbard said that we should think about a preventative maintenance plan and get that in place.

The final items discussed were having tables at the King George High School Football game on Friday 10/7 and at the King George County Fall Festival on Saturday 10/8. Shannon, Annie and Claudette have that covered.

Meeting adjourned at 4:05 PM