

**Mayor's Fund to Advance New York City  
Meeting of the Board of Directors Minutes  
June 06, 2023**

Directors in attendance:

- Bill Heinzen, Special Counsel, Office of the Mayor (Vice Chair)
- Lorraine Cortes-Vazquez, Commissioner, NYC Department for the Aging
- Dawn Pinnock, Commissioner, Department of Citywide Administrative Services

Officers in attendance:

- Marcella J Tillett, Executive Director (President)

Other participants:

- Irfan Ahmed, Chief of Staff, Mayor's Fund
- Najma Ali Chermin, Counsel and Director of Programs and Policy, Mayor's Fund
- Dominique-Laura Pierce, Director of Strategic Partnerships and Fundraising, Mayor's Fund
- Jill Price, Director of Finance and Operations, Mayor's Fund
- Aaron Miner, Deputy Chief Service Officer, National Service & Fiscal Operations, NYC Service

The Mayor's Fund to Advance New York City's Executive Director, Marcella J Tillett, opened the meeting at 4:00 PM. She requested if there are any edits to the minutes. She asked for the approval of the minutes from the March 13, 2023, board meeting. Mr. Heinzen moved to approve the minutes. Ms. Cortes-Vazquez seconded. The motion was approved.

Ms. Tillett then turned to the Executive Director report. She opened the floor to questions. Mr. Heinzen asked about the open officer roles of Secretary and Treasurer. Ms. Tillett requested recommendations for nominations for both roles and reminded the group that the roles are unpaid. These roles are being recruited for and are expected to be filled by the next board meeting.

Ms. Tillett introduced Resolution 1, which is the amendment and renewal of the City contract with the Mayor's Fund. The resolution detailed a request to renew the Mayor's Fund contract with the City for a third time. The resolution also included an amendment to the Mayor's Fund retainage amount from "not to exceed 8%" to "not exceed 15%". Finally, the resolution also detailed an amendment to the City's payment to the Mayor's Fund from its original amount, \$700K, to the amended amount of \$800K.

This resolution was adopted by the board through email correspondence, therefore authorizing the action, and the contract will be renewed and amended. The motion carried.

Ms. Tillett then introduced Resolution 2, which was mentioned in the March 13, 2023, meeting. The resolution detailed the need to increase the Mayor's Fund administrative fee from 7% to a flat 12% across all grants. The Mayor's Fund, at times, may waive or modify the fee appropriately, but it cannot exceed 15%. Mr. Heinzen asked what would initiate the mechanism, to which Ms. Tillett replied that it is determined by the Director of Programs and herself. Ms. Tillett then requested a motion to adopt the resolution, which was moved by Ms. Cortes-Vazquez and seconded by Ms. Pinnock. The motion carried.

Ms. Tillett then introduced Jill Price, the Director of Finance and Operations, to review the Fiscal Year 2024 Organizational Budget. Ms. Price provided the projections for each line item of expenses and income, which is estimated to be \$27,817,560.

Mr. Heinzen inquired on differences in income between the current fiscal year and the upcoming one. Ms. Price explained that the differences show that FY24 will have more income than the current fiscal year largely due to increased contributions from foundations, corporate giving for programs, and the newly established administrative fee income. Ms. Tillett reported that they will return mid-year to adjust the organizational budget to accurately reflect the Mayor's Fund position at that point in time. Ms. Pinnock asked about the expense side, specifically about whether or not it's committed. Ms. Tillett explained that a portion is already committed and another portion that will be fundraised in FY24.

Ms. Tillett then requested a motion to adopt the FY 2024 budget. It was moved by Ms. Cortes-Vazquez and seconded by Ms. Pinnock. The motion carried.

Ms. Najma Ali Chermin, Director of Programs and Legal Counsel, then introduced Aaron Miner, Deputy Chief Service Officer from NYC Service to join the meeting to provide an update on a key Mayor's Fund programmatic partnership. Mr. Miner thanked the Mayor's Fund and provided a short history of NYC Service and their AmeriCorps programs, such as NYC Civic Corps, NYC Vista (City agency placement), NYC Health Corps, NYC Service Corps, and NYC City Service Corps.

Mr. Miner highlighted City Service Corps, a program that is comprised of high-impact service projects led by City agencies. The program prides itself on having a diverse Corps body. The program has raised over \$1M through the Mayor's Fund.

Mr. Heinzen inquired on recruitment across the four Corps programs. Mr. Miner stated that they've filled 70% seats and that they continue to expand partnerships to host more Corps members.

Ms. Tillett inquired on whether or not the quarter of the Corps members with high-school diplomas are coming straight from high school or if that's the general education level. Mr.

Miner explained that three-quarters of the 25% are above the age of a recently graduated high school student.

Ms. Pinnock asked about the study being conducted by NYC Service, specifically whether or not household income for program alumni will be used as one of the metrics of alumni success, Mr. Miner confirmed. Ms. Cortes-Vazquez inquired about how NYC Service works with older adults. Mr. Miner explained the work between NYC Service and NYC Office of the Aging and efforts to recruit older adults.

Ms. Tillett thanked Mr. Miner for his presentation.

Ms. Tillett then opened the meeting for new business and other items. There was none.

Ms. Cortes-Vazquez moved to close the meeting; Ms. Pinnock seconded. The Board of Director's meeting adjourned at 4:38 PM.

Respectfully submitted,  
Irfan Ahmed  
Chief of Staff