



**Planning/Zoning and Code Enforcement Department  
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**TO: Warren County Golden Leaf Steering Committee**  
**FROM: Ken Krulik, CZO - Planning and Zoning Administrator**  
**DATE: May 21, 2008 (mailing date)**  
**RE: Minutes of the May 15, 2008 meeting**

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**Committee Members:**

Warren County Manager - Linda Worth, Steering Committee Chair (non-voting)  
Warren County Commissioners—Commissioner Clinton Alston, Commissioner Ernest Fleming  
Warren County Economic Development Director - John Church  
Warren County Schools Superintendent - Dr. Ray Spain  
Warren County School Board Member – Al Cooper  
Warren County Planning and Zoning Director Ken Krulik  
Warren County Chamber of Commerce Director - Toni Haavisto  
Municipal representatives (one elected official per municipality) – John Mooring (Warrenton), Herbert Burrows (Norlina), J.W. Beddingfield (Macon)  
Tribal Government (Haliwa-Saponi) - Archie Lynch, Marty Richardson  
Nonprofit representatives - Thomas Harris (Education), Frank Newell (Economic Development), Walter Hurst (Tourism/Natural Resource Preservation), Kenneth Blackman (Youth/Recreation Programs)  
Warren County High School Representatives - Jamisha Twitty (Warren County High School), Renford Lynch (New Tech High School)  
At-Large Community Members – Jerreann King, Milo Alston, Hermenia Salmon

**Alternates (representing)**

Pat Draffin (Dr. Ray Spain - Warren County Schools Superintendent)  
Rob Evans (J.W. Beddingfield - Town of Macon)  
Ron Richardson (Archie Lynch - Tribal Government)  
Cathy Alston-Kearney (Jerreann King - At Large member)

**Others Present:**

Golden Foundation Representatives - Patricia (Pat) Cabe, Mark Sorrells, Courtney Mills

**Absent:**

AL Cooper ((Warren County School Board Member)  
Jamisha Twitty (Warren County High School Representative)  
Clinton Alston (Warren County Commissioner)  
Archie Lynch (Tribal Government)  
J.W. Beddingfield (Town of Macon)

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- ◆ **Chair Linda Worth** called the meeting to order and requested a volunteer to act as Secretary to take minutes until one is formally elected by the Committee. **Cathy Alston-Kearney** volunteered to fill the role of Secretary
  - ◆ **Chair Linda Worth**, requested a Moment of Silence, upon its completion she requested roll call of the members present and those as alternates. On completion of roll call, **Chair Linda Worth** moved to set the agenda for the May 15, 2008 Steering Committee meeting, with no changes she entertained a motion to approve:
    - A. **Motion** was made by **Marty Richardson** to approve the May 15 2008 agenda as submitted.
    - B. **Second** was made by **Thomas Harris**, on call for a vote by **Chair Linda Worth** all members voted to approve.

- ◆ **Chair Linda Worth** moved to the next agenda item, adoption by the Steering Committee of its rules of procedure (Robert's Rules of Orders had been suggested). There was some limited discussion by the Committee Members, but no objections to using Robert's Rules of Order. **Chair Linda Worth** entertained a motion to approve:

  - A. **Motion** was made by **Commissioner Ernie Fleming** to adopt Robert's Rules of Order as the Rules of Procedure for the Committee (with no changes/additions).
  - B. **Second** was made by **Ken Krulik**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ **Chair Linda Worth** moved to the next agenda item, Election of a Steering Committee Secretary. On request for nominations, **Marty Richardson** nominated **Ken Krulik** to fill the role, with no other nominations (and **Ken Krulik** in agreement) **Chair Linda Worth** entertained a motion to approve the nomination: .

  - A. **Motion** was made by **Commissioner Ernie Fleming** to approve the nomination of **Ken Krulik** as Secretary.
  - B. **Second** was made by **Thomas Harris**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ **Chair Linda Worth** addressed the next agenda item, election of a Committee Vice-Chair. On request for nominations, Members had some discussion and **Commissioner Ernie Fleming** was nominated. With no other nominations (and Commissioner Ernie Fleming in agreement) **Chair Linda Worth** entertained a motion:

  - A. **Motion** was made by **Thomas Harris** to approve the nomination of **Commissioner Ernie Fleming** as Committee Vice-Chair.
  - B. **Second** was made by **Walter Hurst**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ **Chair Linda Worth** proceeded to the next agenda item, Review of Working Notes from the 2/26/08 Warren County/Golden Leaf Community meeting. After reviewing the notes, and some discussion by Members, she asked **Pat Cabe** to assist the Committee in reviewing the submitted proposals for funding through Golden Leaf.
- ◆ **Chair Linda Worth** further explained that there needs to be consensus from this Steering Committee on a process for the review/rating of the submitted proposals.
- ◆ **Pat Cabe** thanked the Members and stated she's excited about the work to be done. She reviewed material from one of handouts (How to Prioritize Issues) as means for the Committee to review/rate the submitted proposals. Elements include: (1) Largest impact on the most citizens, (2) Issue with the most impact/relationship to/overlap with other issues, (3) Sustainability and maintenance, (4) Leveraging existing assets and momentum, (5) Projects that inspire, (6) Issues that impact competitiveness globally and locally, (7) Timeliness of issues; horizon of opportunity, (8) Can evaluate impact - how will we know?, (9) "Slices of digestible economic pie!"
- ◆ After reviewing each of the identified bullet points from the handout **Pat Cabe** added that its important there be no duplication of efforts in this process and that the proposal selected should have the greatest benefit on the most number of County residents. She continued that sustainability is key to the proposal that is to be selected as well as the evaluation of its impacts (point #8) and its relevance to "slices of digestible economic pie" (point #9).
- ◆ **Mark Sorrells** commented that this process and the funding opportunity is not a one time opportunity, it can help to create a "springboard" for other fundraising opportunities. He added that this should be looked at long term as building a foundation for fundraising in the County.

- ◆ **Pat Cabe** then reminded the assembled Committee of the criteria that the Golden Leaf Foundation looks at in evaluating submitted proposals (hand out distributed to the Committee): (A) What is the proposed plan of action?, (B) Who benefits?, (C) What difference will the project make and how will success be measured?, (D) How will Golden Leaf funds be utilized?
- ◆ **Pat Cabe** then explained the timing involved of this Committee's work and submitting a selected proposal to the Golden Leaf Foundation Board for review/consideration. The timing of project submittal is as follows (the Golden Leaf Board considers projects at their regular meetings):
  - A. Completed proposals must be in to the Golden Leaf Board one (1) month prior to their regular Board meeting (allows time for the Board to give feedback).
  - B. The Golden Leaf Board meets next on June 5, 2008, then meet again in September 2008.
  - C. Project proposal must be in hand/ready for submittal to the Board by the 1st week of August 2008.
- ◆ **Chair Linda Worth** commented they (this Steering Committee) should first be ready to go to the main Warren County/Golden leaf Committee with a proposal before going to the Golden Leaf Board with a selected project.
- ◆ **Vice-Chair Ernie Fleming** further added that the public needs to be informed and engaged as well.
- ◆ **Cathy Alston-Kearney** commented there's a need to inform the main Committee as well (referencing the main Warren County/Golden Leaf Committee).
- ◆ **Chair Linda Worth** noted that the main Committee did put its faith into this Steering Committee to complete the necessary work.
- ◆ **Mary Richardson** commented that the Steering Committee should work to get a project proposal selected by the August deadline noted by **Pat Cabe**.
- ◆ **Walter Hurst** noted that this Steering Committee should prioritize the proposals, go to the full Committee with a recommendation and then the Golden Leaf Board.
- ◆ **Mark Sorrells** noted that in doing so that one person from the Steering Committee and/or main Committee should also be available to answer any "technical questions" from the Golden Leaf Board.
- ◆ **Pat Cabe** commented that representatives of both the Steering Committee and applicant for the selected project proposal should be present. She added that there are (as of this Steering Committee meeting) 22 submitted proposals to be reviewed.
- ◆ **Chair Linda Worth** and **Vice-Chair Ernie Fleming** both noted during the discussion that the public needs to be informed as to this process being conducted. **Chair Linda Worth** commented that these Steering Committee meetings, and the larger Committee meetings, are open to the public and advertised as such.
- ◆ **Secretary Ken Krulik** commented that the Steering Committee minutes (once approved) can be posted on the County website as a means to keep this process open and inform the public. Committee Members agreed to this recommendation.
- ◆ **Chair Linda Worth** stated that the 22 proposals are as of May 13, 2008, **Mark Sorrells** commented that the Steering Committee should look at the four criteria used by the Golden Leaf Board and see how the submitted proposals fit into those criteria.
- ◆ **Pat Cabe** added that the Steering Committee should first do a review of the proposed projects, centering on those key issues noted. Copies of the 22 submitted proposals were then distributed to the Steering Committee Members.

- ◆ Steering Committee Members had some discussion on the proposals as they were distributed by **Pat Cabe, Mark Sorrells,** and **Courtney Mills.** As this was being done **Chair Linda Worth** commented that the proposals should be sorted by priority issues, **Pat Cabe** added that the Members should determine which specific area the proposal would more strongly impact.
- ◆ After the copies were distributed and some further discussion by the Steering Committee Members, the following priority areas were determined and the relevant proposals listed under each (consensus of the Members as an initial project review).
- ◆ **SECRETARY'S NOTE- this is not a final determine and will require further work based on a rating system to be established by the Steering Committee and Golden Leaf Representatives (Pat Cabe, Mark Sorrells, Courtney Mills). The priority areas/projects as identified below are referenced/copied from the email by Pat Cabe on May 19, 2008 with projects coded as follows E = Education, ED = Economic Development T=Tourism, and Y =Youth/Recreation/Community Programs), . :**

**A. Issue Area - Education:**

<b>Project Code</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Request Amount</b>
E1	Pier View Community Innovations	"EMERGE Job Tech Rural Carolina" (Adult Workforce Development)	\$35,000
E2	Haliwa-Saponi Indian Tribe	"Community Center"	\$1,000,000
E3	Warren County Cooperative Extension	"School Gardens"	\$40,000
E4	Warren County Training School/North Warren High School Alumni Association and Friends	"Preservation of the Warren County Training School"	\$647,300
E5	Lakeland Cultural Arts Center	"Young People's Theatre Workshops 2009"	\$16,500
E6	Lakeland Cultural Arts Center	"Lakeland Building Renovation"	\$1,250,000
E7	Warren County Schools	"Digital Classroom Initiative"	\$627,500
E8	Warren County Schools	"Technology Support for High School Reform"	\$591,710
E9	The Rural Entrepreneurial Institute	"21 <sup>st</sup> Century Rural Agricultural Education and Agricultural Tourism"	\$250,000
E10	Warren County Memorial Library	"Mobile Unit for Outreach Services"	\$165,000
E11	Four River Resource Conservation and Development Council	"Training on Organic, Value-Added and Locally Grown Farm Commodities"	\$86,000

**B. Issue Area - Economic Development**

<b>Project Code</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Request Amount</b>
ED1	Warren County Economic Development Commission	"Triangle North – Warren County Business Park Infrastructure Improvements"	\$2,000,000
ED2	The Rural Entrepreneurial Institute	"Agriculture Economic Development for Historical Tobacco Farms"	\$100,000
ED3	Warren County Family	"Macon Bragg Enterprise Center"	\$300,000

	Institute		
ED4	Perry & Associates Build	"Warren County Pioneer Center"	\$1,850,000

**C. Issue Area - Tourism/Natural Resource Conservation**

Project Code	Applicant	Project Title	Request Amount
T1	The Rural Entrepreneurial Institute	"Warren County Agricultural Tourism 4 <sup>th</sup> Sunday"	\$225,000
T2	Eastern Bluebird Rescue Group	"Natural Resource Preservation"	\$200,000

**D. Issue Area - Youth/Recreation/Community Programs**

Project Code	Applicant	Project Title	Request Amount
Y1	Pier View Community Innovations	"EMERGE Job Tech Rural Carolina – Youth After School"	\$35,000
Y2	Warren County Board of Commissioners/Soul City Parks & Recreation Association	"Magnolia Ernest Recreation Park/Warren County Park System"	\$75,000
Y3	Hands Incorporated	"Too Fit to Quit"	\$25,000
Y4	Warren County Board of Commissioners	"National Guard Armory Renovation Project"	\$650,000
Y5	Warren County Cooperative Extension	"Bathhouse at Buck Springs 4-H Center"	\$90,000
Y6	Warren County 4-H	"15-Passenger Van for Youth Programs"	\$35,000

- ◆ On completion of the placement of proposals, Committee Members discussed using a project ranking system (utilized by Golden leaf and to be provided by **Pat Cabe**).
- ◆ It was determined by consensus that this rating system should be emailed to the Steering Committee Members who could then use it before the next meeting to rank the proposals and then have them ready for discussion at the next Steering Committee meeting.
- ◆ **Pat Cabe** agreed and commented this would be a fair and objective method for the Steering Committee to utilize; it would also be set up to assign points to assist in the process. Members commented that this would aid in establishing a rating matrix to evaluate the proposals.
- ◆ On completion of discussion regarding the proposed rating system to be used, **Chair Linda Worth** asked when would be best to meet next given the timeline to submit a proposal to the Golden Leaf Board.
- ◆ Committee Members had some discussion and determined that Tuesday May 27, 2008 at 1:00 PM (same location, Vance-Granville Community College in Warrenton).
- ◆ **Chair Linda Worth** commented this would allow the Members two weeks to review the material and proposals, based on the rating system/matrix to be emailed by **Pat Cabe** to the Steering Committee.
- ◆ **Pat Cabe** then reminded the Members of the timeline the Steering Committee (and larger Committee) were working under:
  - A. Next meeting of the Steering Committee (as noted) May 27, 2008.
  - B. Between May 27, 2008 and end of June 2008 would be the time for the Steering Committee/main Committee to select a proposal from the 22 submitted.

- C. Mid-July 2008 the Steering Committee/main Committee meets with the selected proposal applicant and Golden Leaf Board to present the project (and get any feedback).
- D. 1st week of August 2008, deadline to submit the select proposal to the Golden Leaf Board.
- E. September 2008 Golden Leaf Board meets and evaluates submitted proposal for funding.

- ◆ Chair Linda Worth thanked Pat Cabe and her staff (Mark Sorrells and Courtney Mills); she then asked if there were any comments or questions.
- ◆ Pat Cabe and Mark Sorrells commented that in working with Tier 1 counties, Golden Leaf has funding opportunities such as this, every two years (next opportunity would be in 2010). Yet if candidates don't make this particular funding cycle/program, there are other annual grant cycles available.
- ◆ Steering Committee Members then had some discussion on these additional funding opportunities for the County.
- ◆ Upon the close of discussion Pat Cabe added its important to look at the "big picture" and make sure that the proposals meet the established criteria (Golden Leaf Board will look for (and consider) ranked proposals from the County).
- ◆ Chair Linda Worth asked if there were any other questions or comments, there were none, with no further business Chair Linda Worth adjourned the May 15, 2008 Warren County/Golden Leaf Steering Committee meeting.