



**TOWN OF SMYRNA**  
**CHARITY ASSISTANCE FUND BOARD AGENDA**  
**October 16, 2025**  
**Town Hall**  
**5:00 PM**



**1. Public Comment**

Note: The Town's Public Comment Period shall be reserved for those citizens that have signed up to address the Town Council, or a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy as outlined above.

**2. Call to Order**

**3. Prayer and Pledge of Allegiance**

**4. Approval or Correction of Minutes**

- a. Approval or correction of Minutes of July 10, 2025 regular meeting.

**5. Old Business**

- a. Fund Balance

**6. New Business**

- a. Review and discussion of applications for funding

**7. Staff Comments and/or Other Business**

**8. Adjournment**

## **Minutes of Smyrna Charity Assistance Fund Board Meeting on July 10, 2025**

The Smyrna Charity Assistance Fund Board met at 5:00 p.m. on July 10, 2025 in the Main Conference Room at Town Hall.

The following members were present:

Council Member Racquel Peebles  
Jenny Davis, Co-Chairperson  
Marquise Martin  
Chris Ruff  
Tabitha Richardson

### 1. Public Comment

“The Town’s Public Comment Period shall be reserved for those citizens that have signed up to address the Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town’s Public Comment Policy. Speakers are limited to three (3) minutes. Additional comments may be submitted in writing.”

### 2. Call to Order

Co-Chairperson Jenny Davis called the meeting to order at 5:20.

### 3. Prayer and Pledge of Allegiance

Tabitha Richardson led the pledge of allegiance and Chris Ruff offered the invocation.

### 4. Approval or correction of minutes of the April 10, 2025 meeting.

The Board considered a motion by Tabitha Richardson to approve the minutes of the April 10, 2025 meeting. The motion was duly seconded by Chris Ruff. Following discussion, the motion was approved unanimously.

### 5. Old Business

- a. Fund Balance - The fund balance is \$62,280.04.
- b. Meeting Calendar for 2025, reschedule November

Following discussion, the Board considered a motion by Marquise Martin to meet on November 18. The motion was duly seconded by Tabitha Richardson. The motion was approved unanimously.

6. New Business

a. Update on funding from Town

Council Member Racquel Peebles reported that Council approved funding \$35,000 to SCAF in the fiscal year 2026.

b. Discuss revisions to application or letter

Following discussion, the Board considered a motion by Council Member Racquel Peebles to approve changes to cover letter suggested in email from Natasha Floyd and addition of a question to the application for non-profits to select yes or no to give their approval of future media highlight, if selected to receive funds. The motion was duly seconded by Marquise Martin. The motion was approved unanimously.

7. Staff Comments and/or Other Business

a. The Board considered a motion by Tabitha Richardson to begin media posts featuring a 'non-profit of the week' on TV3 and the town's website. The motion was duly seconded by Chris Ruff. Council Member Racquel Peebles will confirm with nonprofits that they agree to media featuring their organization. Introduction to media could begin as early as mid-August. Following discussion, motion was approved unanimously.

b. The next meeting will be October 9, 2025.

8. Adjourn.

There being no further business, the Board considered a motion to adjourn by Marquise Martin. The motion was seconded by Chris Ruff. Co-Chairperson Jenny Davis declared the meeting adjourned at 6:17p.m.

Approval of minutes by \_\_\_\_\_ on \_\_\_\_\_  
Natashia Floyd, Chairperson Date