

CLAYTON COUNTY WATER AUTHORITY  
1600 Battle Creek Road  
Morrow, Georgia 30260  
Small Local Business Enterprise (SLBE) Program Committee Meeting  
October 12, 2016

Committee Chairman Rodney Givens called the meeting to order at 8:05 a.m. Committee Chairman Rodney Givens, Committee Member Marie Barber, Committee Member Robin Malone; CCWA staff of Mike Thomas, Jim Poff, Bernard Franks, Karen Riser and Tamisha McKenzie were present along with Heather Fatzinger of Full Circle Communications. Absent: Committee Vice-Chair Elizabeth G. Armstrong (see attached email communications).

Karen Riser provided an update on current advertising activities and plans for the upcoming SLBE Social Mixer.

Karen Riser provided an update on the marketing plan for CCWA's SLBE program. Ms. Riser introduced Heather Fatzinger with Full Circle Communications to provide details of the work they have performed thus far. The committee members requested an opportunity to review the finalized marketing materials, which are currently in draft form.

Karen Riser provided an update of upcoming events and efforts to involve veterans.

There being no further business to discuss, the Committee meeting adjourned at 8:40 a.m.



Rodney Givens, Committee Chairman

**Mike Thomas**

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**From:** ARMSTRONG & ASSOCIATES <armstassoc1@aol.com>  
**Sent:** Tuesday, October 25, 2016 3:16 PM  
**To:** Mike Thomas  
**Cc:** ARMSTASSOC1@aol.com  
**Subject:** Re: Small Business Meeting

Greetings Mr. Thomas:

Thank you for your confirmation regarding the communication failure regarding the SLBE Committee Meeting on Wednesday, October 12th, 2016. I need to clear up some possible misconceptions.

A) At the last Board meeting, Wednesday (Oct 12) and Thursday (Oct 13) were the days discussed for the sub-committee meeting. Ms. Barber stated that if we did have a meeting on Wednesday, it will have to be very early and she could not stay long. Also, I believe there was a Small Business Meeting that Wednesday morning at 9:00 am and I knew Staff would have been stretched. Before Mr. Malone and I left the table, we had agreed to Thursday;

B) The agenda I emailed to everyone was a rough draft with partial items. I stated in the email (see original email below) "If there are other items to discuss, please do not hesitate to add-on." To date, I haven't received any response to the emailed rough draft agenda;

C) Drafting the agenda for the Small Business Committee has always been a joint effort between CCWA employees and the Committee Chair(s);

D) When we have had sub-committee meetings in the past Amanda, upon your approval, normally sends out a confirmation e-mail. This did not happen at the last meeting.

E) The meeting minutes show me as "absent." I am requesting that the official minutes be updated to show that I wasn't informed of the date of meeting Officially, since I do not want to leave the impression that I simply chose to not show up. I am also requesting that this email thread be printed and attached to the official minutes of the October 12, 2016 SLBE meeting.

Best Regards

Ms. Armstrong

ELIZABETH G. ARMSTRONG  
ARMSTRONG & ASSOCIATES  
BUSINESS DEVELOPMENT (CAPACITY BUILDING)

MEMBER OF DEKALB CHAMBER OF COMMERCE  
SAM REGISTERED  
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THERE IS NO PROGRESS WITHOUT STRUGGLE" F. Douglass 1856

*When the snake is in the house, one need not discuss the matter at length.*

**"IN ORDER TO EARN RESPECT YOU HAVE TO GIVE RESPECT"**

-----Original Message-----

From: Mike Thomas <mike.thomas@ccwa.us>  
To: 'ARMSTRONG & ASSOCIATES' <armstassoc1@aol.com>  
Sent: Wed, Oct 12, 2016 1:03 pm  
Subject: RE: Small Business Meeting

Ms. Armstrong,

I want to apologize for the communication failure related to today's SLBE Committee Meeting. I left last Thursday's meeting with the impression that everyone knew we were meeting on Wednesday morning. There was a discussion at the Board table as the meeting was breaking up and I know Mr. Givens and Ms. Barber were part of that discussion but in hindsight, you and Mr. Malone must not have heard the conversation.

I did ask Amanda to call all of you yesterday as a reminder but I probably should have sent an email reminder on Monday.

I had no issues with your proposed agenda but y'all have made it clear that development of the agenda is the prerogative of the Committee Chair. Since I heard no opposition to the agenda, we simply published that for our meeting this morning.

The whole purpose of this meeting was to bring you up to speed on events with the work so we definitely had no intention of excluding you. I believe we have a very successful program for its relatively short tenure and a great deal of the success is attributed to you challenging the staff and Board to make it better.

We will send out meeting minutes and materials later today.

Mike

From: ARMSTRONG & ASSOCIATES [<mailto:armstassoc1@aol.com>]  
Sent: Saturday, October 08, 2016 2:49 PM  
To: Mike Thomas  
Cc: [rodneygivens99@gmail.com](mailto:rodneygivens99@gmail.com); [armstassoc1@aol.com](mailto:armstassoc1@aol.com); [rqmalone@gmail.com](mailto:rqmalone@gmail.com); [barmb@bellsouth.net](mailto:barmb@bellsouth.net); [jmcmcdman@gmail.com](mailto:jmcmcdman@gmail.com)  
Subject: Small Business Meeting

Good Afternoon please see listed below items that need to be discuss for our Small Business Committee Meeting next week. If there are other items to discuss please do not hesitate to add-on.

- A. 2016-Mixer;
- B. Marketing Update;
- C. Up Coming Events; 2016-2017
- D. Veterans Update;
- E. Other

Regards,

Ms. Armstrong  
Co-Chair

ELIZABETH G. ARMSTRONG  
ARMSTRONG & ASSOCIATES  
BUSINESS DEVELOPMENT (CAPACITY BUILDING)  
MEMBER OF DEKALB CHAMBER OF COMMERCE  
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