



Mason County Promise Zone Authority Board Meeting
Meeting Agenda
Monday, February 7, 2022, 3 p.m. - 5 p.m.
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI

1. **Call to Order**
2. **Limited Public Comment**
3. **Approval of the Agenda**
4. **Approval of the Minutes from 12-13-21 (REF #1)**
5. **Treasurer's Report:**
 - a. **Balance Report:** December 31, 2021 Balance will be reported at the February 14th meeting
 - b. **Invoices:**
 - i. *WSCC Fall 2021 Tuition Invoice: \$163,255.40 (REF #2)*
 - ii. *WSCC FYS Invoice: \$260.00 (REF #3)*
 - iii. *Approval of Invoices*
 - c. **Approval of Treasurer's Report**
 - d. **Financial Procedure Question:** *Can invoices that are expected as part of the approved annual budget be paid upon receipt, and then included in the monthly meeting materials for Board review?*
6. **Director's Report (REF #4)**
 - a. **Approval of Director's Report**
7. **New Business**
 - a. **Welcome New Board Member, Joan Vidak**
 - b. **2022 Committees & 2022 FOIA & MMRMA Appointments**
 - i. Appeals
 1. Amy Pepper, *Fabian Knizacky, Annette Quillan, Kristen Biggs, and Roger Nash are willing to serve on the Appeals Committee
 - ii. Community Engagement Committee
 1. Monica Schuyler, Annette Quillan, and *Dena Thurston are willing to serve on the CEC committee; The committee would like another member
 - iii. Student Success Committee
 1. Andrea Large, Amy Pepper, Annette Quillan, *Monica Schuyler, Kathy Surd, and Joan Vidak are willing to serve on the Student Success Committee
 - iv. Executive Committee (Ad Hoc)
 1. Officers and *chairs (as members-at-large) serve on this committee: Monica Schuyler, Dena Thurston, Fabian Knizacky, & Andrea Large are on this committee.
 - v. Renewal of Appointment: FOIA Coordinator: Fabian Knizacky
 - vi. Renewal of Appointment: MMRMA Representative: Jody Maloney
 - vii. *Confirmation of 2022 Committee Service & All Appointments by Board*
 - c. **Committee Reports:**
 - i. Appeals Committee: Met: 2-7-22@11AM (Recommendations will be shared on 2-14-22); Next Meeting: 6-6-22@11AM
 - ii. Student Success Committee: Met: 1-24-22@10AM (Recommendations will be shared on 2-14-22); Next Meeting: 2-28-22@10AM

- iii. Community Engagement Committee: Met 1-12-22@4PM; Next Meeting: 4-7-22@4PM (recommendations will be shared on 2-14-22)
- iv. Executive Committee: Met on 1-26-22@3PM; Next meeting, 10-19-22@3PM
 - 1. *Promise-WSCC MOU: Recommending the MOU to the full Board for approval; vote: 2-0-2 absent (REF #5)*
 - 2. *Ludington & Scottville Chamber Revised Agreement: Submitting to the full board for consideration (REF #6)*
 - 3. *Unspecified Donations to Promise Zone: Recommending to add any new donations that are unspecified to the endowed fund at the Community Foundation for Mason County; discussion included a need to put the donor intent in writing; vote: 2-0-2 absent.*
 - 4. *Recommends to combine ad-hoc Policy Committee with the Executive Committee; Motion carried 2-0-2 absent.*
 - 5. *McLean Memorial Donations for Supporting Scholars with Educational Needs that Cannot Be Addressed by the Promise Scholarship: Recommends to the full Board to send the responsibility to determine the criteria, application, and award process to the Student Success Committee: vote 2-0-2 absent.*

8. Old Business

a. 2022 Board Training: No later than 4PM

- i. Handbook & Conflict of Interest: 2022 Handbook & Conflict of Interest Forms are available at meeting—Members do not need to update your Conflict of Interest form if there have been no changes to affiliations since Jan. 2021.
- ii. Conflict of Interest—Please sign at meeting if there have been any changes since January 2021
- iii. Strengths Activities
 - 1. Small Group Sharing Activity (REF #7)—Please complete this form and submit it to Jody Maloney by Friday, February 4th; results will be shared at meeting
 - 2. Full Group Activity

9. Any Other Business

10. Limited Public Comment

11. Adjourn