



**Mason County Promise Zone Authority Board Meeting
Meeting Minutes**

Monday November 13th, 2023; 3- 5 p.m.

Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI

Members Present:

Juliana Anderson, Vic Burwell (arrived at 3:03), Fabian Knizacky, Annette Quillan, Chad Riffle, Monica Schuyler (left at 4:50 PM), Kathy Surd, Dena Thurston, Joan Vidak

Members Absent:

Roger Nash, Amy Pepper

Staff & Guests Present:

Jody Maloney & Myndi Dangler

1. **Call to Order:** *Schuyler called the meeting to order at 3:00 p.m.*
2. **Limited Public Comment:** None
3. **Approval of the Agenda**
 - a. *Motion to approve the agenda by Knizacky, with support from Surd; Motion carried 8-0-3.*
4. **Approval of Minutes from 10-09-2023**
 - a. *Motion by Knizacky to approve minutes, supported by Vidak; Motion carried 8-0-3.*
5. **Treasurer's Report**
 - a. Balance Report for 10-31-2023: Knizacky updated the Board that the SET payment was received, interest earned from the funds held by the County, and trust management and Chamber funds were paid out.
 - b. CFFMC 3rd Quarter Statement
 - c. Invoices:
 - i. Lenz-Balder Insurance for Director's Bond: \$752.00
 1. *Approval of Invoices (\$750.00 budgeted)*
 - ii. *2023 Budget Amendment Request: Scholarship Line Item Increase by \$50,000, to \$400,000*
 - d. **Approval of Treasurer's Report**
 - i. *Motion by Vidak to approve all [items 5. c.i., c.ii., & d), with support from Knizacky; Motion carried 9-0-2*
6. **Director's Report**
 - a. Jody presented a request for a programming budget for \$1000 to support of Promise student scholars
 - i. *Motion for \$1000 to support student wellness week made by Riffle, supported by Burwell; Motion carried 9-0-2.*
 - b. **Approval of the Director's Report:** *Motion by Vidak to approve Director's Report, supported by Knizacky; Motion carried 9-0-2.*
7. **New Business**
 - a. **Committee Reports:**
 - i. Appeals Committee: Did not meet since last meeting; Next Meeting: 12-4-23@11AM

- ii. Student Success Committee: Met: 10-23-23@11AM; Next Meeting: 11-27-23@10AM
 - 1. Recommendation: *Success Coach roles in Mason County: Motion by Burwell to send the recommendation back to the SSC to ask for a more comprehensive proposal for the Student Success Coach, supported by Quillian; Motion carried 9-0-2*
- iii. Community Engagement Committee: Met 11-1-23; Next Meeting: TBD
 - 1. Recommendations: Developed Slate of Officers for Nominations (for December Meeting)
 - 2. Reviewed and shortened materials for Board member posting: *Motion by Knizacky to move forward with the posting, supported by Riffle; Motion carried 9-0-2.*
 - a. Will be posted along with a notice after November Board meeting
- iv. Executive Committee: Met on 11-7-23@4PM (Rescheduled Meeting from 10-16-23@1PM)
 - 1. Recommendations:
 - a. *2024 Budget: Motion by Vidak to approve 2024 Budget, supported by Knizacky; Motion carried 9-0-2*
 - b. *Chamber Contract: Motion by Vidak to approve Chamber Contract, supported by Anderson; Motion carried 9-0-2*
 - c. *Director Review: Recommends approval of director's review & annual increase: Motion by Thurston to approve, supported by Riffle; Motion carried 9-0-2*
 - d. *Board Policies*
 - i. *Communications: Motion by Anderson to approve a Board Communications Policy, support by Thurston; Motion carried 9-0-2*
 - ii. *Reimbursement: Motion by Burwell to approve a Board Reimbursement Policy, supported by Knizacky; Motion carried 9-0-2*
 - b. Guest Presentation 4:30 PM: Literacy Efforts in Mason County, Betsy Dotson, Literacy Coach, WSESD: Dotson shared about the InspiREading program, how family, community, school and children can be engaged in literacy, and provided an overview of additional literacy efforts, including the book bus. (Schuyler left the meeting, 4:50 PM)

8. Old Business

- a. Board Member Renewal: Schuyler reappointed

9. Any Other Business: Surd asked the Board if they would like to plan to debrief any of the information learned from the literacy presentation. The SSC will add the topic to their November meeting agenda.

10. Limited Public Comment: Burwell asked if he should have signed the concordance included in the October meeting. Maloney responded that he needed to be present to do so.

11. Adjourn: *Thurston moved for adjournment at 5:09 PM*