



**Mason County Promise Zone Authority Board
Meeting Minutes
Monday, October 12th, 2020, 3 p.m. - 5 p.m.
Ludington & Scottville Chamber of Commerce Conference Room**

Members Present: Andrea Large, Amy Pepper, Kathy Surd, Dena Thurston, Fabian Knizacky, Annette Quillan, Monica Schuyler, Jim McLean, Roger Nash, Jason Kennedy(3:13)

Members Absent: Ed Makowicki

Staff Present: Jody Maloney, Kelly Parker, Brandy Miller

Call to Order Schuyler called the meeting to order at 3:09 p.m.

1. **Limited Public Comment:** None
2. **Approval of the Agenda:** Motion by Knizacky to approve the Agenda with the following corrections, with support by Kennedy; Motion carried, 10-0-1.
3. **Approval of the Meeting Minutes**
 - a. **September 14, 2020:** Motion by Large to approve the minutes with the following corrections, with support from Quillan; Motion carried, 10-0-1.
 - i. Julie VanDyke's name spelled incorrectly
 - ii. Marketing minute correction to \$96 per plaque for a total of \$576 for 6 plaques total.
4. **New Business:**
 - a. **Treasurer's Report:**
 - i. **Monthly Update on Budget:**
 1. The fund balance of \$574,780.36 was reported.
 2. Approval of Treasurer's Report
 - a. The Treasurer's report was approved following a motion from McLean, with support from Large; Motion carried, 10-0-1.
 - b. **Coordinator's Report:** Maloney shared a brief list of her activities over the past month, August 6-September 10, 2020.
 - i. Request for \$1000 increase to educational activities funds to support 2021 wssc in-person Promise Scholar for SU21 & FA21
 1. A motion by McLean to approve the \$1000 increase to educational activities fund for 2021, with support by Large; Motion carried, 10-0-1.
 2. Promise numbers requested (see next page):

By cohort Year: # eligible to attend	Academic Year	Fall attended	Winter attended	Summer attended	Graduates
90 (2018)	2018-19	FA18-68 (All 2018)	WI19-66 (All 2018)	SU19-14 (All 2018)	3 (2 from 2018; 1 from 2019)

173 (2019)	2019-20	FA19-150 2018--52 2019--98	WI20-127 2018-48 2019-79	SU20-22 2018-5 2019-17	7: (all from 2018; 6 with AS, AA, AAS; 1 with cert.)
182 (2020)	2020-21	FA20: 125 (estimated) 2018-17 2019-33 2020-75	WI21 N/A	SU21 N/A	N/A

c. 2021 Board Vacancy

- i. Vacancy posted at courthouse & promoted in newspapers, on Promise website, social media, and through educational partners. Requested by Nov. 1.
- ii. Plan for November review of applications. One application has been received.
- iii. Plan for applicant evaluation & selection remains unchanged from 2019
 1. Conflict of Interest for the Policy Committee?
 - a. Will not be included in initial applicant packet

5. Old Business

a. 2021 Board Member & Committee Roles & Responsibilities Training Proposals

- i. Strategiz (New Proposal) One-year plan: \$18000 plus travel as required
- ii. Kennari Consulting One year plan: \$12000 plus mileage as required
- iii. MSU Extension 12-18 Month plan: No cost (all virtual)
- iv. See Executive Committee recommendation to follow
- v. RFP process for Policy Committee—Next Policy Committee Mtg.

b. Ludington & Scottville Chamber 2020-21 Agreement

- i. *McLean had mentioned that it may be worth amending the contract to reflect the decision about chief executive and the authority.

c. Committee Updates:

- i. Student Success: Met 9/14/20; Next meeting 11/9/20@8AM
 1. Book Information—Average cost for books is \$414/year (2019-20)
 2. Incentive Information
 - a. Option #2 was a good middle of the road to test and try, not a huge financial risk, but could prove very beneficial to the Student Success to drive the engagement connection.
- ii. Executive Committee: Met: 10/5/20 @ 1PM
 1. Reviewed 2021 Budget; Will recommend it in Nov. Meeting
 2. Reviewed Chamber Contract for 2020-21, with no changes recommended to month-to-month billing arrangement or annual agreement; Rate for Chamber staff hours is not changing for 2020. Per President/CEO Brandy Miller, the cost for agreement remains at \$41,750 provided no adjustment to coordinator salary is made.
 - a. *A Motion by McLean to approve extending the contract agreement into the 2020-21 year with support by Knizacky; Motion carried. 9-0-1 w/Large Abstaining*
 3. Suggests a special meeting in November to review partnerships with Chuck Wilbur from MPZA before beginning further Board training
 4. Recommends Kennari Consulting for Board Training in 2021 at a cost of \$12,000 for one year plus travel (currently planning on virtual)
 - a. *A Motion by McLean to approve a contract from Kennari consulting with support by Knizacky; Motion carried. 9-1-1*

5. Recommends adding funding for Scholar Success Programming incentives up to \$11,500 to the 2021 budget based on the following plan:
 - a. Up to \$9000 at \$25 per participant for up to 3x/semester of monthly participation for first year students and up to \$2500 at \$25/semester for semester-based participation for returning students.
 - i. First-years Scholars complete 1 check-in w/coordinator, 2 Canvas modules, attend at least 2 virtual Meetups (or watch online and provide a reflection), & meet with an academic advisor 1x per semester; must also meet 2.0 for continued eligibility for incentives in winter semester. Returners must maintain a 2.0 (or have an approved appeal and participate in success coaching) & meet with an advisor each semester. Fall-Winter only.
 1. *A Motion by McLean to approve the Executive Committees recommendation of incentive Option 2 into the 2021 fiscal budget with support but Knizacky; Motion carried. 10-0-1*
 2. *A Motion by Large to allocate some of the unused First-Year Seminar funds, \$4500, to start Student Success incentive in this current semester with support by Quillan; Motion carried. 10-0-1*
6. Approval of Executive Committee Minutes from 10/5/2020
 - a. *A Motion by McLean to approve the Executive Committee minutes with support by Large; Motion carried, 10-0-1.*
- iii. Appeals: 10/5/20 meeting cancelled; Next meeting 11/2/2020 @11AM
- iv. Marketing: Met on 9/30/20 meets on 12/2/20@4PM
 1. Founders Fund Plaques Received; Planning for Promise Reception postponed until social gatherings are safe.
 2. Requesting \$5367 for 2021 Marketing Budget
 - a. *A Motion by McLean to approve the \$5367 for 2021 marketing budget with support by Thurston; Motion carried. 10-0-1*
- v. Policy Committee: Next meeting on 10/28/20 at 10AM.

6. **Any Other Business:**

- a. Kathy Surd said "Thank You" to the Executive Committee for all of their recommendations.
- b. Promise Zone Coordinator Bond renewal effective 11/11/2020 for \$750.00
 - i. *A motion by Knizacky to approve the \$750.00 bond renewal with support from Kennedy; Motion carried. 10-0-1*

7. **Limited Public Comment: No public comment**

8. **Adjourn:** *The meeting was moved for adjournment at 4:22 p.m. following a motion from Knizacky.*