



**Mason County Promise Zone Authority Board Meeting
Meeting Minutes
Monday November 14, 2022; 3 p.m. - 5 p.m.
Location: Lakeshore Resource Network Conference Room, E. Tinkham, Ludington, MI**

Members Present:

Fabian Knizacky, Annette Quillan, Dena Thurston, Andrea Large, Kathy Surd, Joan Vidak, Vic Burwell, Monica Schuyler, Chad Riffle (3:04pm), Amy Pepper

Members Absent:

Roger Nash

Staff Present:

Jody Maloney, Kelly Parker(3:02pm)

1. **Call to Order:** Schuyler called the meeting to order at 3:01 p.m.
2. **Limited Public Comment:** None
3. **Approval of the Agenda**
 - a. *Motion to approve the agenda by Knizacky, with support from Burwell; motion carried 9-0-2*
4. **Approval of Minutes from 10-10-22**
 - a. *Motion by Knizacky to approve minutes from 10-10-22, supported by Thurston with the following amendments; Motion carried 9-0-2.*
 - i. Correction of the spelling of Knizacky's last name (item 4.a.).
5. **Treasurer's Report**
 - a. Trial Balance: \$1,902,541.78
 - b. CFFMC 3rd Quarter Report
 - c. Invoices:
 - i. Lenz-Balder Insurance-Director Bond: \$750.00
 - ii. Lucky Lizards-Board Member Name Tags: \$25.98
 - iii. MMRMA-Annual Coverage Invoice \$1431(2022) Instalments
 1. *Motion by Large to approve the invoices supported by Thurston; Motion carried 10-0-1.*
 - d. 2022 Audit Proposal: Clark Schaffer Hackett: \$10,000
 - i. *Motion by Burwell to approve the audit proposal supported by Vidak; Motion carried 10-0-1.*
 - e. Approval of Treasurer's Report
 - i. *Motion by Large to approve Treasurer's report supported by Pepper; Motion carried 10-0-1.*
6. **Director's Report**
 - a. Approval of the Director's Report:
 - i. *Motion by Knizacky to approve the Director's Report, supported by Thurston; Motion carried 10-0-1.*
7. **New Business**
 - a. Committee Reports:
 - i. Appeals Committee: Did not meet; Next meeting:12-5-22 @ 11AM
 - ii. Community Engagement Committee: Met 10-27-22 @ 4PM; Meets next on 2-1-23 @ 4PM
 1. Recommendations:

- a. Adding an item to the Board Member Selection Policy
 - i. The Board discussed this item, and no action was taken on the recommendation.
- b. Past candidate Meleah Mariani recommendation
 - i. *Motion by Knizacky to approve Meleah Mariani as a new board member if she is still interested, supported by Burwell; Discussion included that the candidate was wonderful, and when replacing members that there may be specific roles needed to fill; Motion failed, 4-5-1-1, Riffle abstained.*
 - 1. The Director will post the vacancy.
- iii. Student Success Committee: Met 10-24-22 @ 10AM; Next Meeting 11-28-22 @ 10AM
 - 1. Recommendations: FAFSA Completion Initiative Funding
 - a. *Motion by Knizacky to approve FAFSA Completion Initiative Funding, supported by Riffle; Motion carried, 10-0-1.*
 - ii. Executive Committee:
 - 1. 2023 Budget Proposal
 - a. Recommends the 2023 Budget
 - i. *Motion by Knizacky to approve the 2023 budget, supported by Thurston; Motion carried, 10-0-1.*
 - 2. Chamber Contract
 - a. Recommends the Chamber contract
 - i. *Motion by Vidak to approve the Chamber Contract, supported by Thurston; Motion carried, 10-0-1.*
 - 3. Director Review
 - a. Recommends approval of director's review & annual increase
 - i. *Motion by Thurston to approve the director's review & annual increase by 4%, supported by Vidak; Motion carried, 10-0-1.*
- b. Year-end Letter to Supporters: The Board reviewed the letter with no additional items added or corrected.
- c. Review of Parking Lot of Ideas for Promise Growth: Schuyler reviewed past ideas.

8. Old Business:

- a. SET Capture: Follow-up Meeting w/Treasury--Maloney reported that Treasury shared that differences in projections could be due to overprojections from previous years, and/or clawbacks from tax tribunals.
- b. 2022 Promise Zone Plan Amendment: Concordance-Signatures needed
 - i. The Board signed 2022 Promise Zone Plan Amendment

9. Any Other Business: None

10. Limited Public Comment: None

11. Adjourn: *Schuyler moved for adjournment at 4:53 p.m.*