



Mason County Promise Zone Authority Board Meeting
Meeting Agenda: Monday, January 8, 2024, 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**
 - a. *11-13-2023 (REF #1)*
5. **Treasurer's Report:**
 - a. Balance Report for November 2023 (REF #2)
 - i. Please note that the year-end financial report will be available at the February Board meeting
 - b. 2023 Invoices & Budget Items:
 - i. *WSSC—Promise video creation & campaign: \$5000 (in 2023 budget) (REF #3)*
 - ii. *WSSC Fall Tuition (in 2023 budget) (REF #4)*
 - iii. *LASD Reimbursement for 2023-24 College Adviser Match Invoice (in 2023 budget) (REF #5)*
 - iv. *Reimbursement Request for mileage to Promise Net from A. Quillan: \$327.50 (REF #6)*
 1. *Need 2023 budget amendment to \$1325 (increase of \$325) to approve*
 - v. *Approval of invoices*
 - c. 2024 Invoices & Budget Items:
 - i. *LHS 2023-24 FAFSA Fund Request (In 2024 budget) (REF #7)*
 1. *Approval of Invoices*
 - ii. *2024 Budget Amendment Request: Increase Memberships & Subscription line item by \$500 to \$3,000 due to 2024 MPZA dues increase (REF #8)*
 - d. *Approval of Treasurer's Report*
6. **Director's Report (REF #9)**
 - a. *Approval of Director's Report*
 - i. Academic Recovery Checklist for Appeals (REF #10)
 - ii. Request for Research (REF #11)
 - iii. 2023 Award Totals (REF #12)
 - iv. Promise Student Experience Video: https://www.youtube.com/watch?v=w_D-z3PD6iQ&t=6s
7. **New Business**
 - a. Election of Officers
 - i. Current Nominations recommended by CEC (REF #13)
 1. Chair
 - a. Monica Schuyler (As recommended by CEC)
 - b. Call for Additional Nomination
 - c. *Motion to Close Nominations*
 - d. *Vote*
 2. Vice Chair
 - a. Juliana Anderson (As recommended by CEC)
 - b. Call for Additional Nomination
 - c. *Motion to Close Nominations*
 - d. *Vote*
 3. Treasurer
 - a. Fabian Knizacky (As recommended by CEC)



- b. Call for Additional Nomination
 - c. *Motion to Close Nominations*
 - d. *Vote*
 - 4. Secretary
 - a. Kathy Surd (As recommended by CEC)
 - b. Call for Additional Nomination
 - c. *Motion to Close Nominations*
 - d. *Vote*
 - b. Committee Selection
 - i. Committee Chair Appointments, based on members' expressed specific interest, submitted by CEC
 - 1. Appeals: Fabian Knizacky
 - 2. Community Engagement: Juliana Anderson
 - 3. Student Success: Joan Vidak
 - 4. Executive Committee: Board Chair serves in this role
 - a. *Motion to approve appointments*
 - ii. Committee Service for 2024 year: Unchanged for continuing members from 2023; Any member interested in changing committee obligations, please express that if need arises.
 - c. FOIA & MMRMA Appointments
 - i. Renewal of Appointment: FOIA Coordinator: Fabian Knizacky
 - ii. Renewal of Appointment: MMRMA Representative: Jody Maloney
 - d. 2024 Conflict of Interest Form—please sign if you have updates (REF #14)
 - i. Please note that the 2024 Promise Board Handbook will be provided at the 2-2024 meeting
 - e. *Confirmation of 2024 Committee Service & All Appointments by Board*
 - f. *Certificate of Incumbency—The Board's certification of elected officers and director roles for 2024*
 - g. *Certificate of Compliance—Board adherence to Promise Zone laws and our local amended plan*
 - h. Committee Reports:
 - i. Appeals Committee: Met: 12-4-23@11AM; Next Meeting: 2-5-24@11AM
 - 1. Recommendations to approve appeals (REF #15)
 - a. *Appeal #83: Recommends Approval of up to an additional 12 hours*
 - b. *Appeal #84: GPA under 2.0--Recommends Approval*
 - ii. Student Success Committee: Met: 11-27-23@10AM; Next Meeting: 1-22-24@10AM
 - 1. Submitted Proposed Success Coordinator Role for Review & Discussion (REF #16)
 - 2. Requested for Board to review for the purposes of understanding a potential timeline for both growth priorities:
 - a. Estimate for growth costs related to expansion (REF #17)
 - b. Estimate for growth costs related to each success coach role (REF #18)
 - iii. Community Engagement Committee: Met: 1-3-24@3:30 PM; Next meeting: 2-7-23@3:30 PM
 - 1. Recommended nominations for officers & submitted Committee Roles (see REF #13)
 - 2. Board Member Search: *Recommends interviewing both candidates (REF #19)*
 - iv. Executive Committee: Did not meet; *Next Meeting: 10-21-24@1PM*

8. Old Business

9. Any Other Business

10. Limited Public Comment

11. Adjourn