



**Mason County Promise Zone Authority Board  
Meeting Minutes  
Monday, January 13th, 2020 from 3pm-5pm  
Chamber of Commerce-Conference Room**

**Members Present:** Fabian Knizacky, Andrea Large, Annette Quillan, Roger Nash, Jim McLean, Ed Makowicki, Monica Schuyler, Amy Pepper, Kathy Surd

**Members absent:** Jason Kennedy, Dena Thurston

**Staff Present:** Jody Maloney, Brandy Miller, Kelly Parker

**Call to Order**

Monica Schuyler called the meeting to order at 3:04pm

1. **Limited Public Comment:** No comments were made
2. **Approval of the Agenda:**  
Motion-Roger, Support-Knizacky; Motion carried: 9-0-2
3. **Approval of the Meeting Minutes- December 9, 2019:** The minutes were approved with the following changes; December 9th minutes:
  - a. Spelling errors
  - b. A few name changes  
Approved by McLean support by Large. 9-0-2
4. **New Business:**
  - a. **Treasurer’s Report:**
    - i. **Monthly Update on Budget**  
Knizacky recommended a budget amendment for the Tuition line item from \$162k-\$187K. Motion to approve this budget amendment by Nash with support by Surd. Motion carried:9-0-2.
      1. **Invoices**
        - a . **USPS \$64.00**-It was decided to use the Chamber address and not renew P.O. Box.
      2. **Treasury Documents Request**
  - b. **Coordinator’s Report**  
Jody shared a brief list of her activities over the past month.
    - i. **Promise Numbers**
      1. What does the Board want shared at board meetings & in marketing(ex. Retention, Promise eligible/using Promise?) What numbers will be used in-house, and public.

Applied for Promise/Eligible	FA19 Scholars at WSCC & Promise Eligible/Using Promise
105/90	54/34

FA18	WI19	SU19	FA19
40	39 (4 unique)	9 (3 unique)	34 (1 unique)
Fall-to-Fall Retention: 78% (n=31)/(n=40)	Year 1-Year 2 Persistence: 68% (n=32/n=47)		

**Class of 2019: 43**

Applied for Promise/Eligible	FA19 Scholars at WSCC & Promise Eligible/Using Promise
188/173	83/43

Total Promise eligible scholars who attend WSCC in the 2019-20 year: 152; Total who relied on Promise funds to pay for their education in the 2-19-20 year thus far:77

2020 Cohort Applicants: 159 (as of 1/8/20)

Jody asked what information the board would like to share at The State of The Community:

- a. Andrea Large thought the interest would be in "how many took advantage of the Promise, and how many first generation applicants there were.
- b. Kathy Surd would like to add a personal story

**c. Committees and Committee Membership for 2020**

- i. Appeals
  1. Roger Nash, Amy Pepper, Fabian Knizacky, Annette Quillan, Andrea Large
- ii. Marketing
  1. Monica Schuyler, Ed Makowicki(as available), Annette Quillan, Dena Thurston(?)
- iii. Student Success
  1. Andrea Large, Dena Thurston(?), Jim McLean, Kathy Surd, Jason Kennedy (as available), Monical Schuyler, Ed Makowicki(as needed)
- iv. Other(Policy, etc.)
  1. Policy Committee
    - a. Annette Quillan, Monica Schuyler, Fabian Knizacky, Ed Makowicki, Jim McLean
  2. Finance Committee-Table until February meeting
  3. 2020 Meeting Schedules
- d. First Year Seminar Update from WSCC
  - i. Annie Davis Jacobsen from WSCC sent a brief update

**5. Old Business**

- a. **Update on State Reporting**--sending report to treasury
  - a. Treasury Report submitted on 12/12/19
    - i. Total Scholarships Awarded to date: \$240,003.86
    - ii. CEPI-Resubmitted w/1 correction on 12/20/19
- b. **2020 Board Orientation**
  1. Potential Dates: February 5th or 11th(evening)?-The board decided on the Feb. 11th with Visioning session to follow from 5pm to 7pm.
  2. Visioning session? To follow(2nd hour) or in April?-Visioning session will follow 2nd hour Feb 11th @ 6pm.
- c. **Board Terms-Renewal of Terms & Term Limits**
  - i. Proposed By-Law, updated: Motion to approve updated By-Laws from Fabian Knizacky with support by Andrea Large. Motion passed 9-0-2.
- d. **FOIA policy**
  - a. **FOIA for MCPZ**-Motion to approve the FOIA Procedures and Guidelines from Roger Nash with support by Fabian Knizacky. Motion passed 9-0-2.

**b. Related Forms & Questions**-Need to change the P.O. Box 92 to Ludington & Scottville Chamber of Commerce, 5300 W. US-10, Ludington, MI 49431

**e. Bond Cost for Coordinator**

**i. Requested from 4 agencies**-Quote for Bond Insurance

1. Motion to approve Lenz-Balder Insurance quote for \$250,000 limit with \$750 annually, unless a more competitive bid comes in in the next 30 days from Jim McLean with support from Andrea Large. Motion passed 9-0-2.

**6. Committee Updates:**

**a. Appeals Committee**-No meeting in January 2020

**b. Marketing Committee**-Next Meeting 12/13/19

**i.** Post cards are available to send to donors

**c. Student Success Committee**-No update, meeting Feb. 3rd

**7. Public Contacts**-Jody updated public contact information.

**8. Any Other Business**

**a.** Roger Nash questioned if those that have dropped out have been contacted and question as to why and how we can help.

**b.** Ed ~~Makowicky~~ **Makowicki** suggested peer mentoring and leadership, and referred to the ASM Tech model as an example of support.

**Limited Public Comment:**

**c. No public Comment**

**9. Adjourn:** The meeting was moved for adjournment at 4:29 p.m. following a motion from Nash and support from Large