



Mason County Promise Zone Authority Board
Board Officers Review of Contract
Meeting Agenda

Tuesday, May 28, 2020 from 1:00 -2:00 p.m.

Location: Online or by phone, in compliance with Michigan Governor Whitmer's Executive Order 2020-75: <https://us02web.zoom.us/j/86157224273?pwd=cTZBNVRPT1pFSlNNMmNzRWJodVITdz09>

Meeting ID: 861 5722 4273 Password: 6ME0uM; To Join by Phone: +1 646 876 9923 Meeting ID: 861 5722 4273 Password: 096562

Present: Fabian Knizacky (arrived at 1:25); Andrea Large; Monica Schuyler

Absent: Ed Makowicki

Staff Present: Brandy Henderson-Miller, CEO/President Ludington & Scottville Chamber of Commerce; Jody Maloney, Coordinator

1. Call to Order: Meeting was called to order by Schuyler at 1:05 p.m.
2. Limited Public Comment: None
3. Approval of the Agenda: Large motioned to approve the agenda; Schuyler supported; Motion passed 2-0-2
4. New Business:
 - a. 6-Month review of contract with Ludington Scottville Chamber of Commerce
Feedback from the survey of Promise Zone Board regarding the Chamber-Promise Zone contract was favorable, with questions and concerns coming from a few members. 10 Board members supported the contract overall.
Board member concerns/questions expressed in the survey and resulting discussion:
 - A Board member was felt that billing/receipt practices could go more smoothly; Henderson-Miller will ask Polly Myer to connect with Knizacky on this. Maloney noted that the 60/40 split on billing for copies and postage was not ideal, as the funding model for the LCAN did not plan for these costs initially, and because the LCAN makes significantly fewer copies. Henderson-Miller added that she will reach out to Polly Myer to create two accounts for copies and postage, which will also give the Promise a better idea about actual costs.
 - A Board member expressed concern about the rate for administrative support; Henderson-Miller will check on how many hours have been billed to the Promise to date. Henderson-Miller indicated that after a year, the Chamber will have a better idea about the amount of time used overall, which could inform an annual rate for services, rather than hourly charge. Henderson-Miller noted that the Chamber contracts are typically 3-year contracts with 60-day notice required.
 - Large expressed that she feels the relationship with the Chamber is beneficial. Large requested to hear the Coordinator's thoughts.
 - Maloney shared that the Chamber relationship is helpful and going well, and that she appreciated their knowledge of the local community and support.
 - Maloney added that by Board member Thurston expressed at the most recent Marketing Committee meeting that the Promise Marketing feels like it's too much for one committee. Maloney wondered how Chamber's role could help, if appropriate. Large noted that the Coordinator should be empowered to create marketing materials.



Maloney expressed that there may be a shift Committee's role from fundraising to programmatic marketing, which may be contributing to the workload. Henderson-Miller stated that the Board could revisit how the Chamber's Communication and Event Coordinator, Kristen Smith, could assist with Marketing when it is time for the annual contract.

Large made a motion to recommend to the full Board to move forward with the Mason County Promise Zone's contract with the Ludington & Scottville Chamber of Commerce; Supported by Schuyler; Motion passed 3-0-1, with Knizacky adding support after a review of the motion.

5. Old Business:

None

6. Any Other Business:

Maloney asked if the Committee would like to request the Board to make it a standing committee. Schuyler indicated an ad-hoc committee for review of contracts and staff review was worthwhile to add to the next full Board agenda.

7. Limited Public Comment: None

8. Adjourn: Motion to adjourn by Large; Supported by Knizacky; Adjournment approved at 1:28 PM