



Mason County Promise Zone Authority Board Meeting

Meeting Minutes

Monday, June 14, 2021: 3 p.m. - 5 p.m.

Location: Ludington & Scottville Chamber of Commerce Conference Room

Members Present:

Andrea Large, left at 5:13pm, Amy Pepper, Kathy Surd, Fabian Knizacky, Annette Quillan, Monica Schuyler, Jim McLean, left at 5:26, Dena Thurston, Kristen Biggs, Roger Nash, Jason Kennedy arrived at 3:31pm, left at 5:21.

Staff Present:

Jody Maloney, Kelly Parker, Mary Sumners (Kennari Consulting Contract)

Call to Order

Schuyler called the meeting to order at 3:00 p.m.

1. **Limited Public Comment:** None
2. **Approval of the Agenda:** *Motion by McLean to approve the agenda with moving item 7. b. IV. ii. to just after the Director's report, supported by Nash; Motion carried 10-0-1.*
3. **Approval of the Minutes:** *Motion by Knizacky to approve minutes from 5-10-2021, supported by Large; Motion carried 10-0-1.*
4. Guest Presenter: Joan Vidak, MCC HS Counselor, provided feedback about the 2020-21 FYS year.
5. **Treasurer's Report:**
 - a. Trial Balance: \$964,064.71
 - b. Invoices: None
 - c. Scholarship 2021 budget line item increase request: Director requested an increase of \$100,000 for scholarships
 - i. *Motion by Knizacky to approve the line-item increase, with support by Biggs; Motion carried 10-0-1.*
 - d. Approval of Treasurer's Report
 - i. *Motion by McLean to approve the Treasurer's Report, with support by Nash; Motion carried 10-0-1.*
6. **Director's Report-**Maloney shared a brief list of her activities over the past month, May-June 2021.
 - a. *Motion by Knizacky to approve the Director's Report, with support by Large; Motion carried 10-0-1.*
7. **New Business**
 - a. Executive Committee Item: Orientation Recommendation from Large to support Option 1 of the Orientation Incentive request at the cost of \$25000 for one year, supported by Thurston. Requested by Thurston and Surd to be postponed due to a Gift Cards/Educational Activities information issue that the Director is seeking to clarify
 - b. Committee Discussion, Kennari Consulting
 - i. Committee Structure Discussion
 1. Review Chart
 2. Feedback from Board
 - a. *Motion by Kennedy to approve the Organizational Chart as amended, putting the finance Committee on hold by removing it, and adjusting green boxes to reflect Board membership and orange boxes to include both Board and Community members, with support by Biggs; Motion carried 11-0-0.*
 - ii. Committees Develop Charters
 1. Recommended Charters:



- a. Marketing Committee recommended establishment of a Community Engagement Committee (CEC) and CEC Charter--Thurston noted a change needed from the word "the" to "that."
 - b. Executive Committee recommended Executive Committee Charter
 - c. Student Success Committee recommended SSC Charter
 - d. *Approval of Charters*
 - i. *Motion by Knizacky to approve the Charters as amended with support by Nash; Motion carried 11-0-0.*
2. Finance & Policy: The Board took no action on creating a finance committee or adjusting the ad-hoc status of the Policy Committee. They will review these options if needed in the future.
- iii. Next Steps
 1. Recruit for Committees
 - a. Community Engagement
 - b. SSC To-College and Through-College Advisory Workgroups
 - c. Board Assignments (Committee Membership)
 - d. Advisory Groups (Marketing & Ambassadors)
 2. Committees Identify Strategies to Meet Objectives
- c. Committee Reports:
 - i. Appeals Committee: Met 6-7-21@ 11AM; Next meeting 8/30/21@11AM
 1. *Unanimously recommended approval of Appeal #21*
 - a. *Motion by Large to approve the recommended approval of Appeal #20, with support by McLean; Motion carried 11-0-0.*
 2. Recommended approval of the Appeals-related language in the Kennari Committee Structure document language as presented. No action taken.
 - ii. Student Success Committee: Met 6/7/21@9:30AM; Next Meeting: 6/23/21@3PM & 8/17/21@10AM
 1. *Recommendation of SSC Charter by Committee (approved earlier in meeting)*
 - iii. Marketing Committee: Met 6/2/21@4PM Online; Next meeting: 8/4/21@4PM
 1. *Recommended establishment of CEC & Charter (approved earlier in meeting)*
 2. *Recommended purchase of 12 Promise banners for local schools from SportsInk of Manistee at the cost of \$37.00 each (lowest bid/banner)*
 - a. *Motion by McLean to approve the Promise banners for local schools from Sportslink of Manistee and plaque design, with support by Large; Knizacky asked whether this approved quote must go to the Board once invoiced, and the Board did not act to require it; the Director noted that it will have tax added; Motion carried 11-0-0.*
 3. *Recommended Steering Committee Plaque Design (to be purchased by a donor)*
 4. Sign up for summer events: Friday Night Experience & 4th of July Parade
 - iv. Executive Committee: Met 6/1/21@3PM Online; Next meeting 10-6-21@1:30PM
 1. *Unanimously recommended to the full Board to fund \$9200 to support Mason CAN's operation for the remainder of 2021, requesting an MOU and updated financial request; Future funding will be reviewed for 2022.*
 - a. Jason Jeffrey attended as a Mason CAN representative to encourage support..
 - b. *Motion by Large to approve the \$9200 to support Mason CAN's operation for the remainder of 2021, with support by Thurston; Motion carried 11-0-0.*
 2. Funding Request Form: Examined form; Evaluation Piece Needed



3. *Recommended Executive Committee Charter (approved earlier in meeting)*

v. Policy Committee: Has not met; Ad hoc

8. **Old Business: None**

9. **Any Other Business:**

- a. Dena Thurston questioned how many Board members can be on any given committee. There is currently no limit. Knizacky noted that all committee meetings are public meetings and committees only make recommendations.

10. **Limited Public Comment: None.**

11. **Adjourn:** *Schuyler moved for adjournment at 5:31 p.m.*