



**Newaygo County Area Promise Zone Authority Board Meeting**  
Tuesday, November 13, 2018  
NC RESA Educational Services Center Board Room

**ANNUAL MEETING MINUTES**

Present: Dawn Anderson, Tom Boerger, Woody Bowman, Lori Tubbergen Clark, Jack Hendon, Holly Moon, Cathy Obits, Carla Roberts, Scott Rumsey, Rebecca Tuuk, Don VanSingel, Steve Witter

Absent: None

Visitors: Emily Truax, Melissa Miller, Jody Zerlaut

Chairperson Dr. Lori Tubbergen Clark called the meeting to order at 11:01 a.m.

Motion by Tuuk, supported by Bowman, to approve the agenda. Ayes – 10, Nays – 0. Motion unanimously carried.

**Public Participation:**

Dr. Tubbergen Clark requested if there were any citizens who wished to address the board. There were none.

**The Year in Review:**

A detailed overview of student enrollment numbers and tuition payments in comparison with the Actuarial Analysis was given:

- Cohort 1 data/Fall 2017 data reflected 169 students applied, 130 were eligible, 101 accepted the scholarship and the Promise Zone was billed for 76 students in for the fall semester.
- There were 82 individual Promise Scholars throughout the course of the 2017-18 academic year, averaging about \$4000 per student in tuition payments.
- 40 of the 82 students from Cohort 1 returned to attend the Fall semester of year two.
- Tuition expenses for 2017-18 amounted to \$333,879, which was roughly \$100,000 more than projected.
- Data for Cohort 2/Fall 2018 reflected 131 applicants, 98 were eligible, 62 accepted the scholarship and the Promise Zone was billed for 39 students, while 95 students were projected to enroll.
- Enrollment/tuition numbers fluctuate frequently

Dr. Tubbergen Clark shared the SET Revenue Projections received from the Treasury, which projects future tax capture for the Newaygo County Area Promise Zone. The initial estimate for the first payment in Fall of 2019 was projected at \$357,205 and increased to \$370,371 for 2020. Inflation was estimated at 2.5% each year.

Dr. Tubbergen Clark will coordinate a meeting to update the Actuarial Analysis to include the Fall 2018 data.

**Action Items:**

Chairperson – Motion by Moon, supported by Witter, to appoint Dr. Lori Tubbergen Clark as chairperson. Ayes – 10, Nays – 0. Motion unanimously carried.

Treasurer – Motion by Witter, supported by Tuuk, to appoint Mr. Jack Hendon as treasurer. Ayes – 10, Nays – 0. Motion unanimously carried.

Secretary – Motion by Hendon, supported by Anderson to appoint Ms. Cathy Obits as secretary. Ayes – 10, Nays – 0. Motion unanimously carried.

2019 Meeting Schedule: Motion by Rumsey, supported by Tuuk, to approve a resolution setting the meeting schedule for the 2019 fiscal year. The Board of Directors will meet at 11:30 am on February 12, 2019, May 14, 2019, August 13, 2019, November 12, 2019. Mrs. Truax will post the meeting schedule on the NCAZ website. Ayes – 10, Nays – 0. Motion unanimously Carried.

Authorized Signatories: Motion by Bowman, supported by Witter, to approve the chairperson, treasurer and secretary as authorized signatories for checks and purchase orders for the 2019 fiscal year. Ayes – 10, Nays – 0. Motion unanimously carried.

Investment of Surplus Funds: Motion by Moon, supported by Rumsey, to approve a resolution authorizing the investment of surplus funds. Ayes – 10, Nays – 0. Motion unanimously carried.

Financial Institution: Motion by VanSingel, supported by Tuuk, designating Choice One Bank as the financial institution for the 2019 fiscal year. Ayes – 10, Nays – 0. Motion unanimously carried.

Publications of Record: Motion by Boerger, supported by Tuuk to approve Near North Now and the Times Indicator as publications of record for the 2019 fiscal year. Ayes – 10, Nays – 0. Motion unanimously carried.

Non-Profit Liability Insurance: Motion by VanSingel, supported by Hendon, to approve the purchase of Non-Profit Management Liability Insurance from The Huttenlocker Group at an expense of \$743.00 for the 2019 fiscal year. Ayes – 10, Nays – 0. Motion unanimously carried.

2017 Audit: Mr. Hendon noted that there weren't many adjustments, and student eligibility was reviewed extensively. The audit was submitted to the state by the extension deadline.

Motion by Moon, supported by Bowman, to approve the 2017 Audit as presented by Gabridge & Company. Ayes – 10, Nays – 0. Motion unanimously carried.

2018 Audit: Motion by Witter, supported by Boerger, to approve Gabridge & Company as the auditor for the 2018 fiscal year audit. Ayes – 10, Nays – 0. Motion unanimously carried.

2019 Budget: Mr. Hendon reported changes to the proposed budget. The grant balance was increased to \$395,000, dues were also increased to \$2000 and tuition was changed to \$386,000. The main expenses have been for contracted services. Staffing concerns will need to be addressed soon, as Newaygo County RESA needs Ms. Truax's services in other areas. Mrs. Moon and Mr. Witter also expressed concerns with the increasing workload on committee members, as their work is transitioning from planning to implementation. Mr. Hendon indicated that discussions to partner with WE CAN are in progress.

Motion by Tuuk, supported by Rumsey to approve the 2019 budget with the recommended revisions. Ayes – 10, Nays – 0. Motion unanimously carried.

Membership to the Michigan Promise Zone Association: Motion by Tuuk, supported by Witter, to approve the membership to the Michigan Promise Zone Association for the 2019 fiscal year in the amount of \$1,000. Motion unanimously carried.

Motion by Hendon, supported to Rumsey, to adjourn. Ayes – 10, Nays – 0. Motion unanimously carried.

Meeting adjourned at 11:44 am.



Dr. Lori Tubbergen Clark, Chairperson