



**Newaygo County Area Promise Zone Authority Board Meeting**  
**Tuesday, November 10, 2020**  
**Meeting Held Virtually**

**ANNUAL MEETING MINUTES**

Present: Lori Tubbergen Clark (chairperson), Jack Hendon, Dawn Anderson, Carla Roberts, Tim Rossler, Scott Rumsey, Scott Swinehart, Don VanSingel, Becky Tuuk, Steve Witter, Cathy Obits

Absent: Holly Moon

Visitors: Melissa Miller, Jody Zerlaut, Loretta Towne, Elizabeth Mansfield, Kathy Pope, Sarah Dixon, Emily Truax (Recorder)

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

Motion by Hendon, supported by Witter, to approve the agenda. Roll Call Vote: Ayes – Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter; Nays – None. Motion unanimously carried.

**Public Participation:**

Dr. Tubbergen Clark welcomed Kathy Pope and Elizabeth Mansfield from the Fremont Area Community Foundation. Dr. Tubbergen Clark also welcomed those attending from MCC and thanked the organization for being a long-term partner. She shared that MCC's Board recently approved a tuition match for the Newaygo County Area Promise Zone, which will greatly help with our sustainability.

**The Year in Review:**

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

The 2017 Cohort has completed their three-year opportunity.

- 2018 Cohort: 76 Accepted the Scholarship and 53 Enrolled
- 2019 Cohort: 83 Accepted the Scholarship and 56 Enrolled
- 2020 Cohort: 57 Accepted the Scholarship and 40 Enrolled
- A selection of college GPA's were provided from Promise Scholars during the last three years. The average GPA increased to 3.23 in 2019-20 as opposed to 3.14 from the previous year.
- A total of 100 students were enrolled in 2019-20 from all cohorts and 93 are currently enrolled for the 2020-21 fall semester.
- Tuition increased to \$552,466.40 last year. NCAZP paid \$467,998.07 for tuition during 2018-19.

**Election of Officers:**

Motion by Rossler, supported by Witter, to approve the continuation of Jack Hendon as Treasurer and Cathy Obits as Secretary for the 2021 fiscal year. Roll Call Vote: Ayes –Hendon, Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark; Nays – None. Motion unanimously carried.

**Appointment of Subcommittee Chairpersons:**

Motion by Hendon, supported by VanSingel, to approve the following subcommittee chairpersons:

Fundraising – Holly Moon

Operations – Cathy Obits

Marketing and Communications – Melissa Miller as Interim

Promise Success – Becky Tuuk

Roll Call Vote: Ayes –Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon; Nays – None. Motion unanimously carried.

**Action Items:**

Reappointment of Holly Moon: Motion by Rossler, supported by Witter, to approve the re-appointment of renewing board member Mrs. Holly Moon. Roll Call Vote: Ayes –Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon; Nays – None. Motion unanimously carried.

Tubbergen Clark shared that Dick Dunning's appointment is in process by Senator Bumstead. She reminded the board that her renewal is no longer necessary since the NCAPZ bylaws automatically approve the NC RESA Superintendent as the Chairperson.

Annual Meeting Schedule: Motion by VanSingel, supported by Rossler, to approve a resolution adopting the regular meeting schedule for the 2021 fiscal year. Roll Call Vote: Ayes –Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson; Nays – None. Motion unanimously carried.

Investment of Surplus Funds: Motion by Tuuk, supported by Hendon, to approve a resolution authorizing the investment of surplus funds. Roll Call Vote: Ayes –Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson; Nays – None. Motion unanimously carried.

Authorized Signatories: Motion by Tuuk, supported by Witter, to approve the Treasurer and Secretary as authorized signatories for check and purchase orders for the 2021 fiscal year. Roll Call Vote: Ayes –Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson; Nays – None. Motion unanimously carried.

Financial Institution: Motion by Rossler, supported by Tuuk, to designate ChoiceOne Bank as the financial institution for the 2021 fiscal year. Roll Call Vote: Ayes –Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler; Nays – None. Motion unanimously carried.

Publications of Record: Motion by VanSingel, supported by Rumsey, to approve Near North Now and the Times Indicator as publications of record for the 2021 fiscal year. Roll Call Vote: Ayes –Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler, Rumsey; Nays – None. Motion unanimously carried.

2021 Fiscal Budget:

Mr. Hendon presented the proposed budget which included \$647,915 in revenues coming from interest, property taxes, late application fees and grant withdrawals from donor funds held by the FACF. In-kind contributions amounted \$92,900 for the 2021 fiscal year. Expenditures were designated at \$714,750, which included several items such as dues, insurance, tuition, marketing, supplies, conferences, and bank fees. A fund balance was projected to be at \$171,124 for 2021. Hr. Hendon again thanked MCC for agreeing to match West Shore CC's tuition rates which allows the Promise Zone to continue to operate. Motion by Anderson, supported by Tuuk, to approve the 2021 fiscal year budget. Roll Call Vote: Ayes –Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler, Rumsey; Nays – None. Motion unanimously carried.

Chairperson Tubbergen Clark expressed her appreciation to Mr. Hendon and his staff for their dedicated time and expertise to help our Promise Zone run smoothly.

Membership to the Michigan Promise Zone Association: Motion by Witter, supported by Hendon, to approve the membership to the Michigan Promise Zone Association for the 2021 fiscal year in the amount of \$2,000. Roll Call Vote: Ayes –Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler, Rumsey; Nays – None. Motion unanimously carried.

Dr. Tubbergen Clark shared that Melissa Miller is the MPZA designee this year. The association provides a great service that is well over \$2,000 in value.

Non-Profit Liability Insurance Renewal: Motion by Hendon, supported by Rossler, to approve the renewal of Non-Profit Management Liability Insurance from The Huttenlocker Group at an expense of \$743.00 effective until November of 2021. Roll Call Vote: Ayes –VanSingel, Witter, Tubbergen Clark, Hendon, Anderson, Swinehart, Rossler, Rumsey, Tuuk; Nays – None. Motion unanimously carried.

Application/Renewal Timeline: Motion by Rumsey, supported by Tuuk, to approve the application/renewal timeline for the winter 2020 semester and the 2021-22 school year. Roll Call Vote: Ayes –Hendon, Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark; Nays – None. Motion unanimously carried.

Motion by Hendon, supported by Tuuk, to adjourn. Roll Call Vote: Ayes –Anderson, Swinehart, Rossler, Rumsey, Tuuk, VanSingel, Witter, Tubbergen Clark, Hendon; Nays – None. Motion unanimously carried.

Meeting adjourned at 11:37 am.

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Dr. Lori Tubbergen Clark, Chairperson