



Newaygo County Area Promise Zone Authority Board Meeting
Tuesday, November 16, 2021
NC RESA Educational Services Center Board Room

ANNUAL MEETING MINUTES

Present: Lori Tubbergen Clark (chairperson), Scott Rumsey, Don VanSingel, Becky Tuuk, Holly Moon, Cathy Obits, Dawn Anderson, Tim Rossler, Kathy Pope, Pat Brown

Absent: Jack Hendon, Scott Swinehart, Dick Dunning

Visitors: Melissa Miller, Jody Zerlaut, Loretta Towne (recorder)

Chairperson Dr. Lori Tubbergen Clark called the meeting to order at 11:04 a.m.

Motion by Rossler, supported by VanSingel, to approve the agenda. Ayes – 8, Nays – 0. Motion unanimously carried.

Public Participation:

Dr. Tubbergen Clark welcomed Jody Zerlaut from Muskegon Community College.

The Year in Review:

A detailed overview of student enrollment numbers and tuition payments was given:

- 2017 and 2018 Cohorts have completed their three-year opportunity.
- 2019 Cohort currently has 4 students enrolled.
- 2020 Cohort currently has 17 students enrolled.
- 2021 Cohort currently has 41 students enrolled.
- The average GPA for students during the 2020-2021 school year was 2.97.
- NCAPZ paid \$439,540.45 for tuition during the 2020-2021 school year.

Renewing & Resigning Board Members:

Motion by Moon, supported by Brown, to approve the re-appointment of renewing board member Mr. Scott Rumsey. Ayes – 8, Nays – 0. Motion unanimously carried.

Motion by Anderson, supported by Rumsey, to approve the re-appointment of renewing board member Mr. Don VanSingel. Ayes – 8, Nays – 0. Motion unanimously carried.

Motion by Moon, supported by Tuuk, to accept the resignation of ex-officio board member Ms. Cathy Obits. Ayes – 8, Nays – 0. Motion unanimously carried.

Dr. Tubbergen Clark thanked Ms. Obits for her many years of time, talent, and treasure she has given to the Promise Zone. Her work has been invaluable. Ms. Obit's many contributions have made a difference not only for our current students but for students many years to come.

Election of Officers:

Motion by Anderson, supported by Brown, to approve the continuation of Mr. Jack Hendon as Treasurer and the election of Mrs. Holly Moon as Secretary for the 2022 fiscal year. Ayes – 8, Nays – 0. Motion unanimously carried.

Appointment of Subcommittee Chairpersons:

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

- Operations – Scott Rumsey
- Fundraising – Holly Moon
- Promise Success – Becky Tuuk
- Marketing and Communications – Melissa Miller as Interim

Ayes – 8, Nays – 0. Motion unanimously carried.

Annual Meeting Schedule: Motion by Rumsey, supported by Moon, to approve a resolution adopting the regular meeting schedule for the 2022 fiscal year. Ayes – 8, Nays – 0. Motion unanimously carried.

Investment of Surplus Funds: Motion by VanSingel, supported by Tuuk, to approve a resolution authorizing the investment of surplus funds. Ayes – 8, Nays – 0. Motion unanimously carried.

Authorized Signatories: Motion by Anderson, supported by Brown, to approve the Treasurer and Secretary as authorized signatories for check and purchase orders for the 2022 fiscal year. Ayes – 8, Nays – 0. Motion unanimously carried.

Financial Institution: Motion by Tuuk, supported by Brown, to designate ChoiceOne Bank as the financial institution for the 2022 fiscal year. Ayes – 8, Nays – 0. Motion unanimously carried.

Publications of Record: Motion by Anderson, supported by Tuuk, to approve the Times Indicator and Near North Now as publications of record for the 2022 fiscal year. Ayes – 8, Nays – 0. Motion unanimously carried.

Executive-On-Loan MOU: Motion by Tuuk, supported by VanSingel, to approve the Executive-On-Loan MOU between Newaygo County Regional Educational Service Agency (NC RESA) and Newaygo County Promise Zone Authority (NCPZA). Ayes – 8, Nays – 0. Motion unanimously carried.

2022 Fiscal Budget:

Ms. Obits presented the proposed 2022 budget which included \$983,800 in revenues coming from in-kind services, donations, interest, property taxes and late application fees. Expenditures were designated at \$492,350, which included contracted services, dues, insurance, tuition, professional fees, supplies, conferences, and bank fees. A fund balance of \$491,450 was projected for 2022.

Ms. Obits expressed her appreciation to Mr. Hendon and H&S Companies for their dedicated in-kind services of time and expertise to the Promise Zone. Ms. Obits proposed that the Promise Zone begin paying H&S Companies for some of their services in addition to some of the in-kind NC RESA staff time that is currently being gifted. Ms. Obits suggested that the Promise Zone work toward being 100% sustainable. Discussion led to the agreement of working on a tiered approach for the Promise Zone to work toward being 100% sustainable by 2025 and increase payments for these in-kind services annually based on budget projections and discussion annually.

The 2022 proposed budget will be amended to reflect changing the professional fees expenditures from \$11,000 to \$15,000 and changing the contracted services from \$28,000 to \$20,000.

Motion by Anderson, supported by Tuuk, to approve the amended 2022 fiscal year budget. Ayes – 8, Nays – 0. Motion unanimously carried.

Membership to the Michigan Promise Zones Association: Motion by Moon, supported by Rumsey, to approve the membership to the Michigan Promise Zone Association for the 2022 fiscal year in the amount of \$2,000. Ayes – 8, Nays – 0. Motion unanimously carried.

Dr. Tubbergen Clark shared that the association provides a great service that is well over \$2,000 in value. In addition, Melissa Miller is currently serving as the MPZA Board Secretary.

Non-Profit Liability Insurance Renewal: Motion by Rumsey, supported by Brown, to approve the renewal of Non-Profit Management Liability Insurance from The Huttenlocher Group at an expense of \$743.00 effective until November of 2022. Ayes – 8, Nays – 0. Motion unanimously carried.

Application/Renewal Timeline: Motion by VanSingel, supported by Rossler, to approve the application/renewal timelines for the 2022-2023 school year. Ayes – 8, Nays – 0. Motion unanimously carried.

Motion by Tuuk, supported by Moon, to adjourn. Ayes – 8, Nays – 0. Motion unanimously carried.

Meeting adjourned at 11:40 am.

Dr. Lori Tubbergen Clark, Chairperson