KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS

MINUTES

Annual Meeting of April 26, 2021

The 2021 Annual Meeting of the Kalamazoo Foundation of Excellence (KFFE) Board on April 26, 2021 held by videoconference in accordance with the Michigan Open Meetings Act was called to order by President Graham-Williams at 2:04 pm.

Board members present: Graham-Williams, Ritsema, Carrel, Hamilton-Miller, Anderson, Hess, Urban, Calderone-Huezo, Hoffman, C. Taylor, Washington, and Hopewell.

Board members absent: Dannison, Lonberg, and A. Taylor.

Also present were Legal Counsel/Recording Secretary Clyde J. Robinson, FFE Manager Steve Brown, Deputy City Manager Laura Lam, City Chief Financial Officer Steve Vicenzi, and City Grant Specialist Kerry Lyn Williams.

A motion for the approval of the proposed agenda was made by Director Urban; the motion was approved by unanimous voice vote.

The minutes of the Board Meeting held February 16, 2021 were moved for approval by Director Anderson; the motion was approved by unanimous voice vote.

Steve Brown, FFE Manager provided a proposed FFE logo and examples of how it could be used to help brand the FFE. Counsel Robinson advised undertaking the necessary legal steps to register the logo. Director Carrel noted that use of the name of the City was important as part of the logo's use, and Director Hopewell noted the need to register the logo to distinguish the FFE from other similarly sounding or titled organizations. Motion made by Director Hess to approve the logo with text referencing the City of Kalamazoo; the motion was approved by unanimous voice vote.

Mr. Brown then provided information regarding the development of the FFE website. He provided examples of the materials and data that would be used to populate the webpages. In response to a question by Director Calderone-Huezo, Mr. Brown indicated that the timeline for the page to go live is mid to late May 2021.

Next, Lindsey Marciniak and Eleanor Huston of CCS Fundraising followed up on their February presentation to the Board. They expressed the necessity of each board member crafting their story about the work and impact of the FFE and raising awareness of the organization both within and beyond the Kalamazoo community as ambassadors. General discussion followed as several board members shared their stories and the feedback they have received from the community. Suggestions were made regarding he use of social media, testimonial conversations, and reporting feedback, whether it be successes, questions, or roadblocks encountered by residents regarding the FFE.

Mr. Brown then shared tips and suggestions for more effective virtual meetings from the Disability Network.

Next Mr. Brown and City CFO Steve Vicenzi reported out and commented on the Finance Committee Report. The report indicated assets of approximately $96 million as of December 31, 2020 and included Federal Form 990 which will be filed with the IRS. Additionally, the report of the Investment Subcommittee was shared and comments from Directors Washington and Urban reflected the consensus of the Board that the detail of the report was consistent with the goal of transparency. Appreciation was also expressed to Director Carrel for her efforts at stepping in as Treasurer in response to former Director McFarlin's resignation. A motion to accept the Finance Committee report was made by Director Washington; the motion was approved by unanimous voice vote.

The next items of business were consideration of the Executive Committee recommendations for the reappointment of board members whose terms were expiring and the election of officers for 2021-22. Director Anderson moved to reappoint for another 3-year term Directors Graham-Williams (Health sector), Hamilton-Miller (Neighborhood sector), and Washington (Education sector). The motion was approved by unanimous voice vote.

The recommendation of the Executive Committee was to continue the terms of the currently serving officers for 1 year. The current officers indicated their willingness to continue to serve but expressed that they would step aside should another board member desire to serve as an officer. Director Urban moved that the current officers, President Graham-Williams, Vice President Ritsema, Treasurer Carrel and Secretary Hamilton-Miller be elected to serve until the 2022 Annual Meeting. The motion was approved by unanimous voice vote.

With the election of officers, Committee assignments were considered. The nominations for the open positions on the Finance Committee were filled by Directors Calderone-Huezo and Washington; the open positions on the Executive Committee were filled by Directors Calderone-Huezo (as the Finance Committee representative) and Hess. A motion to confirm the appointments was made by Director Washington and by unanimous voice vote the motion was approved.

President Graham-Williams inquired as to whether any Public Comments had been received; there were no public comments.

President Graham-Williams asked if there were any Board Member Comments.

Director Anderson pledged to be a more robust FFE ambassador. Director Hess made the same pledge and expressed the desire to create a culture of equity and equality. Director Calderone-Huezo echoed the same sentiments and expressed the commitment by the FFE to transparency and communication to members of the community; Director Carrel stated that she was looking forward to working with Director Calderone-Huezo as a members of the Finance and Executive Committees. President Graham-Williams indicated that she was thankful for the environment created by the board members of a space free of judgement and mutual support of each other.

Upon the motion by Director Washington, seconded by Director Hess the meeting was adjourned by President Graham-Williams at 3:49 pm.

Minutes Drafted: May 3, 2021

Minutes Approved: Sept 13, 2021

Clyde J. Robinson

Clyde J. Robinson, Recording Secretary