KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE

MINUTES

Meeting of October 10, 2022

The meeting of the Kalamazoo Foundation for Excellence (KFFE) Executive Committee was called to order at 3:02 p.m. in the Community Room at City Hall by President Calderon-Huezo. Vice President Ritsema, Treasurer Carrel, Secretary Miller, and Directors Hess and Washington were present. None were absent.

A quorum was present.

Minutes of the previous meeting were moved for approval with the correction of two typographical errors by Treasurer Carrel and seconded by Director Hess. The motion was approved by unanimous voice vote.

Manager Brown reviewed the draft Support Service Agreement between the FFE and City. Director Washington moved, and Treasurer Carrel seconded, a motion to recommend the draft agreement to the Board. The motion was approved by unanimous voice vote.

Manager Brown reviewed the draft grant agreement between the FFE and City for Aspirational funding. Secretary Miller moved, and Vice President Ritsema seconded, a motion to recommend the agreement to the Board. The motion was approved by unanimous voice vote.

Manager Brown presented a draft position description for the newly created role of Executive Director. Director Hess moved, and Secretary Miller seconded, a motion to recommend the description to the Board. The motion was approved by unanimous voice vote.

Manager Brown presented the draft Employment Agreement for the Executive Director. Director Hess moved, and Secretary Miller seconded, a motion to recommend the agreement to the Board.

Next, President Calderon-Huezo paused from the regular agenda items to acknowledge Manager Brown's central role in creating the FFE and asked for a motion to recommend to the Board his appointment to the role of Executive Director. Vice President Ritsema moved, and Director Washington seconded, a motion to recommend Manager Brown's appointment to the Board. Lively discussion ensued. A vote was called for and the motion was approved by unanimous voice vote.

Returning to the regular agenda Manager Brown presented the draft 2023 meeting schedule. Director Washington moved, and Director Hess seconded, a motion to amend the 2022 schedule to include the Nominating Committee's first meeting at 3:30pm on Monday, December 12, 2022, and to recommend the 2023 schedule to the Board.

Lastly, Director Washington moved, and Vice President Ritsema seconded, a motion to approve the agenda for the regularly scheduled Board meeting on October 24, 2022, with the addition of a twelfth item recommending Manager Brown's appointment to Executive Director.

Next meeting is scheduled for December 12, 2022.

No public comments.

President Calderon-Huezo adjourned the meeting at 4:04 p.m.

Minutes Drafted: October 12, 2022.

Minutes Approved: __12.12.22_______

_____Steve Brown_______

Steve Brown, Recording Secretary