Kalamazoo Foundation for Excellence

MINUTES-February 27, 2023
FFE Board of Directors

Monday, February 27, 2023 2:00 PM

City Hall – Community Room, Second Floor - 241 West South Street

A. CALL TO ORDER- by Vice President Ritsema 2:02 PM

Staff present: Legal Counsel/Recording Secretary - Richard Cherry, FFE Executive Director - Steve Brown, Chief Operating Officer - Laura Lam, and Grants Divisions Manager - Kerry Lyn Williams.

ROLL CALL

PRESENT- Ritsema, Carrel, Miller, Anderson, Hess, Hoffman, Balkema, Bostrom, Harrison (2:10 pm), Lonberg, Salas, A. Taylor (2:03 pm), and Hopewell.

ABSENT- Calderon-Huezo and Washington

ACTION: Motion to excuse absent members- Director Hess
2nd - Director Carrel

Motion approved by unanimous voice vote

B. APPROVAL OF MINUTES

ACTION: The minutes of the Regular Business Meeting held October 24, 2022, were moved for approval by Director Bostrom and seconded by Director Miller. Director Balkema stated that there were typos in the draft minutes that needed to be addressed. The motion to approve the minutes was adopted by unanimous voice vote subject to the correction of the typos in the draft minutes.

C. REPORTS AND COMMUNICATIONS

1. Staff Reports

Administrative Update

- Executive Director ("ED") Steve Brown stated that the Service Agreement with the City of Kalamazoo was approved by the City Commission on February 6, 2023. The FFE approved the Service agreement in 2022.

Policy Update

- The FFE's Conflicts of Interest and Confidentiality policies must be signed by every director. Family member involvement must be disclosed. Directors must sign annually. ED Brown asked if there were any questions. Directors had no questions.
- General Policies- Board approved entire suite of policies. No action now.
- Engagement Policy- Charlene Taylor's seat to be approved.

Development Update

- ED Brown stated staff researched firms to conduct a feasibility study for long-term development of the FFE endowment. Staff did its due diligence as stated in the Professional Service Memo sent to Mellissa Fuller, Deputy Director of Management Services and Purchasing Agent.
- Staff sought approval for $25,000.00 professional service contract with Hopkins Fundraising Consultants.
- Director Balkema wanted the agenda to properly reflect this new item. She suggested that a formal adoption of the agenda should have been made.
- ED Brown stated that Executive Committee approved the agenda at their last meeting but apologized for the late addition of the item.
- Director Hopewell saw that the stated language in the request was "up to and including $25,000.00."
- Additionally, Director Hopewell asked whether the work had been done already. ED Brown stated that the work had been done in the past but the information was dated.
- Director A. Taylor asked whether the dates in the pay schedule were wrong. ED Brown stated that they were and stated that they needed to be updated.
- ED Brown stated that he would ask Hopkins Group to provide further information regarding their services.
    - E.g. What is in their report?

ACTION: Motion to approve professional service contract with a budget up to $25,000.00 w/ updated pay schedule- Hoffman

2nd - Director Anderson

ROLL Call Vote:
Yes- Ritsema, Carrel, Miller, Anderson, Hess, Hoffman, Balkema, Bostrom, Harrison, Lonberg, Salas, A. Taylor, and Hopewell.

No- None

ABSENT- Calderon-Huezo and Washington

Motion passed unanimously

2. Finance Committee Report

- ED Brown read committee report regarding the annual FFE grant to the City for the 2024 fiscal year. Three areas that the FFE grant is budgeted for are: budget stabilization, tax reductions and aspirational activities.
- ED stated that this was the beginning of the process, the board's grant recommendation.
- Director Balkema commented on the City's taxable property values have increased. Larger growth with taxable values therefore more revenue for the City.
- Director Lonberg voiced concern with reducing aspirational spending.
- Director Carrel voiced concern with dipping into corpus.
- Director Hopewell stated an opinion regarding the intent of the FFE and long-term goals. "Have to be careful with spending."
- Steve Vicenzi, the City's Chief Financial Officer, stated that the City has a five-year plan for the budget and the FFE's bylaws have to be followed.
- Director Balkema stated that the Board has to be good stewards of the FFE's finances.
- No decision until October- January just the beginning of the process.

3. Executive Committee Report

- ED Brown discussed the Employee Lease Agreement with the City.
- Attorney Cherry discussed the lease agreement and the necessity to have and employee lease agreement in order for the ED to retain his benefits with the City.
- Director Miller asked Attorney Cherry a question about what would happen if the City terminated ED Brown, and Attorney Cherry said the FFE would have the option to hire.
- The employee lease agreement was approved by the City Commission and has not been approved by the FFE.
- The employee lease agreement will be on the April agenda for approval.

4. Nominating Committee Report

- ED briefly discussed the nominating committee report. Goal of Nominating Committee is filling a vacancy and reappointment of the three directors.

D. REGULAR AGENDA

No Items

E. PUBLIC COMMENTS

No Public Comments

F. BOARD MEMBER COMMENTS

No Director comments at this point of the meeting.

G. ADJOURNMENT- Meeting Adjourned 3:13 pm.

Richard O. Cherry

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Richard O. Cherry
Recording Secretary