KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE

MINUTES

Meeting of August 28, 2023

A. The meeting of the Kalamazoo Foundation for Excellence (KFFE) Executive Committee was called to order at 3:05 p.m. in the Community Room of City Hall by President Calderon-Huezo. Vice President Ritsema; Treasurer Carrel and Secretary Miller were present. Director Washington and Hoffman were absent. A quorum was present.

B. The draft Agenda was moved for approval by Director Miller and seconded by Director Carrel. The motion was approved by unanimous voice vote.

C. The draft minutes of the April 10, 2023, meeting were moved for approval with corrections of the meeting name in the first paragraph and Director titles, by Director Ritsema and seconded by Director Miller. The motion was approved by unanimous voice vote.

D.

1. Staff presented an update on the 2023 SWOT to positive discussion with Directors. It was agreed that it is a valuable annual exercise to conduct and will become SOP.
2. A presentation and exercise using the 2023 Board Survey was tabled until the October 9, 2023, Executive Committee meeting.

E.

1. A motion was made to recommend renewal of the Miller Johnson Attorneys to provide FFE Counsel under Attorney Rich O Cherry to the Board for approval by Vice President Ritsema and seconded by Treasurer Carrel. The motion was approved by unanimous voice vote.
2. A motion was made to recommend the Ann Arbor Insurance Centre Inc policies for Director and Officer and General Liability insurance to Board for approval by Secretary Miller and seconded by Treasurer Carrel. The motion was approved by unanimous voice vote.
3. A motion was made to amend the 2023 schedule by Treasurer Carrel and seconded by Secretary Miller. The motion was approved by unanimous voice vote.
4. A motion was made to recommend the 2024 Schedule of Board and Committee Meetings to the Board for approval by Secretary Miller and seconded by Treasurer Carrel. The motion was approved by unanimous voice vote.
5. A motion was made to recommend the FFE Coordinator position description to the Board for approval with noted corrections (reexamine accuracy of Coordinator title and eliminate reference to Raiser’s Edge for just data management) by Treasurer Carrel and seconded by Secretary Miller. The motion was approved by unanimous voice vote.
6. A motion was made to recommend the FFE Development Manager position description to the Board for approval with noted corrections (add record of fundraising amounts, adjusted wordings, leased employee no independent contractor) by Treasurer Carrel and seconded by Secretary Miller. The motion was approved by unanimous voice vote.
7. A motion was made to approve the Agenda for the September 25, 2023, Board meeting with noted changes (Cut item D2, add Approval of 2024 schedule to E2, and add E3 Approve Position Descriptions; E4 Approve Miller Johnson Renewal;

E5 Approve Insurance Policy) by Treasurer Carrel and seconded by Vice President Ritsema. The motion was approved by unanimous voice vote.

F. No public comments.
G. No board comments.
H. President Calderon-Huezo adjourned the meeting at 4:12 p.m.

The next meeting is scheduled for Monday, October 9, 2023, at 3 p.m.

Minutes Drafted: August 28, 2023.

Minutes Approved: __10.9.2023_______

_____Steve Brown___________

Steve Brown, Recording Secretary