

**KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE**

MINUTES

Meeting of December 11, 2023

- A. Call to Order
 - 1. The meeting of the Kalamazoo Foundation for Excellence (KFFE) Executive Committee was called to order at 3:00 p.m. in the Community Room of City Hall by President Calderon-Huezo. Vice President Ritsema, Treasurer Carrel, Secretary Miller and Directors Washington and Hoffman were present. A quorum was present.
- B. Approval of Minutes
 - 1. The draft minutes of the October 9, 2023, meeting were moved for approval by Director Washington and seconded by Treasurer Carrel. The motion was approved by unanimous voice vote.
- C. Reports and Communications
- D. Regular Agenda
 - 1. An agenda for the FFE Board meeting of February 12, 2024, was outlined. Vice President Ritsema moved and Director Hoffman seconded for approval the agenda to follow, which was approved by unanimous voice vote:
 - i. Call To Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Reports and Communications
 - 1. Staff Presentation of FFE-Funded Projects and Data
 - 2. Staff Presentation of Imagine Kalamazoo 2035 Engagement
 - v. Regular Agenda
 - vi. Public Comments
 - vii. Board Member Comments
 - viii. Adjournment
 - Private Board Development Luncheon
 - 2. There was discussion regarding what could be done to ensure that Director attendance remains high and grows higher. A motion was made by Secretary Miller and seconded by Director Washington to direct staff to develop and present a draft Board Attendance policy at the next Executive Committee meeting that has different thresholds of allowable excused and unexcused absences based on committee membership requirements. The motion passed by unanimous voice vote.
- E. No public comments.
- F. No board comments.
- G. Vice President Ritsema adjourned the meeting at 3:30p.m.

The next meeting is scheduled for Monday, January 29, 2024, at 3 p.m.

Minutes Drafted: December 11, 2023.

Minutes Approved: 4/8/2024

Steve Brown
Steve Brown, Recording Secretary