KALAMAZOO FOUNDATION FOR EXCELLENCE
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE

MINUTES

Meeting of January 27, 2025

A. Call to Order
   1. The meeting of the Kalamazoo Foundation for Excellence (KFFE) Executive Committee was called to order at 3:01 p.m. in the Community Room of City Hall by President Calderon-Huezo.
   2. Roll Call. Vice President Ritsema, Secretary Bostrom, Treasurer Balkema, and Directors Bogan and Parker were present. A quorum was present.

B. Approve the Agenda
   1. Moved by Secretary Bostrom and seconded by Director Bogan. The motion was approved by unanimous voice vote.

C. Approval of Minutes
   1. The draft minutes of the December 9, 2024, meeting were moved for approval by Treasurer Balkema and Director Parker with typographical error corrections. The motion was approved by unanimous voice vote.

D. Reports and Communications

E. Consent Agenda

F. Regular Agenda
   1. Approve Board Survey – Consider adding comment boxes to 18 and 19. Change to “belief” instead of “feeling” in 7 and 8. Clarify that FOIA applies and individual responses will not be associated with names. A positive future direction will be increased Board involvement. Secretary Bostrom moved and Bogan seconded to launch the survey with noted changes. The motion was approved by unanimous voice vote.
   2. Recommend scheduled review of FFE policies and descriptions. Recommend the 2024 annual executive director review. City Purchasing policy will be updated and needs to be taken into consideration for FFE’s updates. First seven and Executive Committee Description. Look into inclusive language in Bylaws at the same time. Give Committee Descriptions back to Committees. Director will track changes. Vice President Ritsema moved and Director Parker seconded to direct staff to begin updates. The motion was approve by unanimous voice vote.
   3. Treasurer Balkema presented a memo as attachment for Item E3. Secretary Bostrom moved and Treasurer Balkema seconded to recommend to the Board an Executive Director compensation increase including 3.1% COLA and 5% merit increase per the memo effective retroactively to 1/1/2025. Add “Not Observed” as an option to the survey moving forward and don’t send an ED self-score to Executive Comm before they have had time to discuss among themselves and/or with me. The Executive Committee expressed a desire to see an Executive Director annual goal document in addition to the SWOT. Use a future meeting for focusing in depth on updating the Executive Director Goals and review process. The motion was approved by unanimous voice vote.

G. No public comments.

H. No board comments.

I. President Calderon-Huezo adjourned the meeting at 4:05 p.m.

The next meeting is scheduled for Monday, March 31, 2025, at 3 p.m.
Minutes Drafted: January 27, 2025.

Minutes Approved: __3/31/2025_______

______Steve Brown__________
Steve Brown, Recording Secretary