

CIS of Northwest Michigan Board Meeting Minutes December 12, 2022

Board Present: Taylor Malpass, Tammy Hickman, Shug Brandell, Charlie Polzin, Shelly Meeder and Deb Knudstrup

Absent: None

Guest: Christie Perdue

Staff Present: Amy Burk

I. Regular Meeting: Call to Order/Welcome/Introductions – 4:32 pm by T. Malpass via zoom

II. Additions to agenda: None

III. Committee Updates

- a. Campaign Committee – C. Perdue shared the updated case statement with a reminder that the intent of the document is for one to one donor communication. Additionally, it is a working document and will be updated throughout the campaign and as our expansion plan is developed.
- b. Investment Committee – Discussion regarding the organizational fund with Charlevoix Community Foundation. A motion was made by S. Brandell to develop an organizational fund with the Charlevoix Community Foundation in the amount of \$25,000, support by S. Meeder, all in favor; motion passed. Additional discussion included maximizing interest on our current funds. A. Burk will gather interest rates (checking, savings, and money market) from current financial institutions and begin moving funds to maximize interest earned.

IV. Organizational Business

- a. Approve November Minutes – A motion was made by S.Brandell, support by T. Hickman, all in favor; motion passed.
- b. Health Insurance Quotes – Reviewed and discussed. A motion was made by C. Polzin to continue with the current Priority Health Plan and HSA contributions, second by S. Brandell, all in favor; motion passed.
- c. Annual Operations Plan was reviewed and discussed
 - i. Board recruitment: T. Malpass has potential representative from East Jordan. Next steps to set up meeting with Executive Director. Executive Director will also follow up on potential Kalkaska representatives.
 - ii. CIS Model Sites & Expansion Workgroup – Working on timeline and blueprint/workplan.
 - iii. End of Year Appeal & Giving Tuesday – Received over \$5,000 to date. Reminder for board members to make their annual contributions.
- d. Executive Director Report – distributed and discussed. A. Burk added that our affiliate has been asked to present at a session at the Student Supports Institute in February.
- e. Program Report – No report.

V. Items to be Considered on Next Agenda: Board Evaluation – S. Brandell to facilitate. Executive Director Evaluation – electronic survey.

VI. A motion was made by S. Meeder, second by C. Polzin to adjourn the meeting. Adjourned at 5:58 p.m.

Next Meeting: January 19th via zoom Regular Board Meeting