

CIS of Northwest Michigan Board Meeting Minutes January 19, 2023

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

Absent: None

Guest: Dan Smith

Staff Present: Amy Burk

- I. Regular Meeting: Call to Order/Welcome/Introductions – 4:35 pm by T. Malpass via zoom
- II. Annual Financial Statement Presentation: D. Smith, CPA presented the audit and financial statements.
- III. Additions to agenda: Approve January 2023 Expenses – A motion was made by C. Polzin, support by S. Brandell, all in favor; motion passed.
- IV. Committee Updates
 - a. Campaign Committee Next meeting scheduled for January 31st at 1 p.m.
 - b. Investment Committee – Addition of T. Malpass to the Investment Committee.
 - c. Fundraising Update
 - i. Year End Appeal revenue =
 - ii. Upcoming Events: Adult Prom, January 28th and Father Daughter Dance, February 25th
- V. Organizational Business
 - a. Approve December Minutes – A motion was made by S.Brandell, support by T. Hickman, all in favor; motion passed.
 - b. Executive Director Report – distributed and discussed. A. Burk added that she was invited to attend a Kalkaska Public School Focus Group.
 - c. Program Report – distributed and discussed.
 - d. Annual Operations Plan Update
 - i. Board recruitment: Potential Bd Member from East Jordan affiliated with EJ Plastics. Schedule upcoming board site visits for late spring/early summer.
 - ii. CIS Model Sites & Expansion Workgroup – Working on timeline and blueprint/workplan with phase 1 focus in current school districts.
 - iii. End of Year Appeal & Giving Tuesday – See fundraising update above.
 - e. Evaluations
 - i. Board Self-Evaluation – survey instruments being updated and will send out mid-February.
 - ii. Executive Director Evaluation – survey instrument being updated. Will include report form Executive Director. Discussion at March meeting.
- VI. Items to be Considered on Next Agenda: Board Evaluation – S. Brandell to facilitate. Executive Director Evaluation – electronic survey.
- VII. A motion was made by S. Meeder, second by C. Polzin to adjourn the meeting. Adjourned at 5:29 p.m.
Next Meeting: March 16th via zoom Regular Board Meeting