

CIS of Northwest Michigan Board Meeting Minutes June 1, 2023

Board Present: Taylor Malpass, Tammy Hickman, Shug Brandell, Charlie Polzin, Shelly Meeder, Deb Knudstrup, Katie Doran, and Marianne Fingado.

Absent: None

Staff Present: Amy Burk

- I. Regular Meeting: Call to Order/Welcome/Introductions – 4:30 pm by T. Malpass via zoom with introductions of new board members, K. Doran and M. Fingado.
- II. Additions to Agenda - none
- III. Committee Updates
 - a. Campaign Committee- A. Burk shared the proposal from The Solvent Group for Christie Perdue to continue to work with the board on the campaign. The proposal begins September 2023 and goes through June 2024. A motion was made by S. Brandell, support by T. Malpass to approve the proposal, all in favor; motion passed.
 - b. Investment Committee – A. Burk continues to research investment opportunities including CD rates.
- IV. Organizational Business
 - a. Approve March Minutes – A motion was made by S.Meeder, support by D. Knudstrup, all in favor; motion passed.
 - b. Quarterly Financial Reports – The Budget versus Actual was reviewed and discussed. A. Burk reported that Dan Smith, CPA reviewed an opportunity for an Employee Retention Tax Credit and submitted it to the IRS. He advises that we reserve the credit for a short time prior to identifying it for use.
 - c. Executive Director Report – distributed and discussed.
 - d. Program Report – distributed and discussed.
 - e. Annual Operations Plan Update
 - i. Board recruitment: S. Brandell reviewed the Board Self Evaluation and will distribute a summary.
 - ii. CIS Model Sites & Expansion Workgroup – A. Burk shared the Expansion Timeline. She will meet with school leaders for the new sites in June and hire staff in July. Staff training will begin in mid-August. A board workgroup consisting of T. Hickman, D. Knudstrup, M. Fingado, and A. Burk will work on a social gathering for board and staff.
 - iii. Fund Development – A. Burk shared about the success of the recent event including profit totals including:
 - i. Mother Son Dance raised over \$1100
 - ii.
- V. A motion was made by S. Brandell, second by C. Polzin to adjourn the meeting. Adjourned at 5:30 p.m.
- VI. Executive Director Evaluation – Board members went into closed session to discuss the Executive Director Evaluation.

Next Meeting: September – doodle poll will be distributed to identify date.