

## CIS of Northwest Michigan Board Meeting Minutes March 16, 2023

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

**Absent:** None

**Staff Present:** Amy Burk

- I. Regular Meeting: Call to Order/Welcome/Introductions – 4:38 pm by T. Malpass via zoom
- II. Additions to Agenda
  - a. DEI Statement: A motion was made by S. Brandell to adopt the Diversity, Equity, and Inclusion (DEI) Statement and Beliefs as presented, support by C. Polzin, all in favor; motion passed.
  - b. Finance Report: A motion was made by D.Knudstrup to approve the quarterly financial report as presented, support
- III. Committee Updates
  - a. Campaign Committee- S. Brandell shared that the committee is moving forward with identifying prospects. Additionally, a pledge form has been developed and changes were made to the case statement. As a reminder, the case statement is to be used at the discretion of individuals.
  - b. Investment Committee – Additional investment recommendations from A. Burk, can be made via email.
- IV. Organizational Business
  - a. Approve January Minutes – A motion was made by S.Brandell, support by C. Polzin, all in favor; motion passed.
  - b. Executive Director Report – distributed and discussed. A. Burk shared that CISNWMI was selected as the “Champion of Children” award by East Jordan Public Schools and were recognized at the recent EJ Extravaganza event.
  - c. Program Report – distributed and discussed.
  - d. Annual Operations Plan Update
    - i. Board recruitment: A motion was made by S. Brandell to elect K. Doran and M. Fingado as board members, support by T. Hickman, all in favor; motion passed. Schedule upcoming board site visits for late spring/early summer.
    - ii. CIS Model Sites & Expansion Workgroup – A. Burk and S. Brandell presented the “Plan for the Future” which is a give year plan for expansion. This plan aligns with the scaling grant opportunities through National CIS. A motion was made by S. Brandell to approve the letter of support for the Scaling Initiative grant, support by T. Hickman, all in favor; motion passed.
    - iii. Fund Development – A. Burk shared about the success of the recent events including profit totals including:
      - i. Adult Prom raised over \$1075
      - ii. Father Daughter Dance raised over \$1275
      - iii. Upcoming events:
        - a. Mother Son Dance – May 5<sup>th</sup>
        - b. CIS 5K Run – A motion was made by T. Hickman to not hold the CIS 5K Run this year and focus on other events, support by S. Brandell, all in favor; motion passed.
    - iv. Evaluations – Survey instruments are drafted and ready for review for both the board evaluation and the Executive Director evaluation. An Evaluation committee was formed and consists of S. Brandell, D. Knudstrup, and T. Hickman.

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 5:55 p.m.

Next Meeting: May 18th in person.