

GREATER WYOMING COMMUNITY RESOURCE ALLIANCE
August 25, 2015
9:00 PM
City of Wyoming
City Manager's Conference Room 2nd Floor

- I ROLL CALL

- II PREVIOUS MEETING MINUTES:
May 26 and June 26, 2015

- III FINANCIAL REPORT
A. Finance Department

- IV OLD BUSINESS
A. Treasurer appointment update
B. Ideal Park – Council Approval

- V NEW BUSINESS
A. 2015 -16 budget review and discussion.
B. Fiduciary contract with CEC
C. Continue grant cycle discussions.
D. New member recruiting

- VI ITEMS FOR ACTION
A. Approve 2015-16 Budget.
B. Approve CEC Contract

- VII ROUND TABLE DISCUSSION

- VIII PUBLIC COMMENT

- IX CLOSE – NEXT MEETING DATE
September 22, 2015

GREATER WYOMING COMMUNITY RESOURCE ALLIANCE

Minutes of the May 26, 2015

9:00 PM

City of Wyoming

City Manager's Conference Room 2nd Floor

I ROLL CALL

Meeting called to order at 9:07 a.m. by Chief Carmody.

Present: Paul Wegener, Elizabeth Rosario, Jeff Koeze, Curtis Holt, Kent VanderWood, Jack Sluiter

Absent: Tamara Lopez, Rebecca Rynbrandt

II PREVIOUS MEETING MINUTES:

April 28, 2015 – Notes or Minutes

No changes to previous meeting minutes and the minutes were approved.

III FINANCIAL REPORT

A. Finance Department

Bazan distributed a hard copy report including transactions information. The report was through June 23, 2015. General activity totaled revenue to date is \$26,949.30; expenses are at \$14,730.95. Fund balance as of May 21, 2015 is \$59,406.77.

Financial report was discussed.

A. The board discussed the \$5000.00 donated by an anonymous donor.

B. Carnival did very well this year yielding the City \$13,000.00.

C. Finance report was approved by motion. Motion to approve the financial report made by Wegener, second by Sluiter. Motion carried.

IV OLD BUSINESS

A. Mercantile Bank Gant update

Mercantile was selected amongst 10 other non-profits.

- June 15-22 is the voting period with the winner announced 6/22/15

- Voting only through Face book- we are encouraged to share with as many people as possible to spread the word about the votes.
- Chief Carmody will email a few pictures of the program this aims to benefit. The website for this is mercantilegivingtogether.com

B. Treasurer appointment update –
Suggested amendment to by-laws to include the words "or designee" given that there is no finance director as of yet.

- Resolution for change to by-law adopted. Motion by Vanderwood, second by Wegener. Motion carried

C. Wyoming CEC fiduciary agreement update – Sluiter
Rynbrandt/Sluiter working on CEC. Sluiter to contact Becky to set up meeting to discuss further action.

D. Ideal Park Restoration Fund/Dedicated Fundraising Account –
No issues or concerns were voiced about setting up fund to accept donations for park restoration

V NEW BUSINESS

A. GM Grant Acknowledgement

The Alliance is receiving around \$4000.00 in grant money from the GM Foundation. The Meeting to announce the grant award will take place at Burlingame plant. However, no public announcement will be made by the City as GM handles such announcements.

B. Grant Cycle discussion

Open discussion was held on if and how the Alliance should award grants. Some of the ideas were the following:

- Is the Open process still aimed at youth?
- Holt suggested that the current Cycle process should be removed and maybe consider request four times per year.
- Should we try using KSSN to produce a survey? Where do we focus the attention of the funds?
- Chief Carmody will put a few thoughts together for the next meeting and will discuss with Rynbrandt.

VI ITEMS FOR ACTION

None

VII ROUND TABLE DISCUSSION

None.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE
9:00 a.m., Tuesday, July 28, 2015

Respectfully submitted,

Elizabeth Rosario
Member
Board of Directors
Greater Wyoming Community Resource Alliance

GREATER WYOMING COMMUNITY RESOURCE ALLIANCE

Minutes of the June 23, 2015

9:00 PM

City of Wyoming

City Manager's Conference Room 2nd Floor

I ROLL CALL

Meeting called to order at 9:07 p.m. by Vice Chair Wegener.

Present: Paul Wegener, Tamara Lopez, Jeff Koeze, Curtis Holt, Kent VanderWood, Rebecca Rynbrandt, Jack Sluiter

Guest: Nancy Bazan

Absent: Elizabeth Rosario, Jim Carmody

**II PREVIOUS MEETING MINUTES:
May 26, 2015 – Notes or Minutes**

The Board acknowledged the notes received via email from Rosario. VanderWood requests that the minutes, when prepared and officially presented, so a correction that Jack Sluiter was to call the sub-committee meeting on the Fiduciary agreement verses VanderWood as was noted in the notes. Rosario is continuing to prepare a Minutes document for the May meeting. It will be presented at the July meeting for approval.

**III FINANCIAL REPORT
A. Finance Department**

Bazan distributed a hard copy report including transactions information. The report was through June 23, 2015. General activity totaled revenue to date is \$26,949.30; expenses are at \$14,730.95. Fund balance as of May 21, 2015 is \$59,406.77.

Holt asked about the Community Enrichment Commission (CEC) operations and interactions with Finance. Bazan reported that emails to the Treasurer have gone un-returned. She has left a phone message as well. She is awaiting a response. VanderWood will follow up with the Chairperson in an effort to encourage improved communication.

Holt shared the history of CEC, its charter and role with the City, and the development and implementation of policies and procedures for cash handling, credit card receiving, etc.

Koeze offered a suggestion that the City appoint a Treasurer, not as a volunteer but as a staff person.

The consensus of the Board is that the City is doing the right thing in mitigating risk via policy development, cash handling procedures, etc. and encourages it to continue to strengthen the financial controls.

Motion by Holt, seconded by Lopez to approve the Finance Report as submitted was made. The motion carried unanimously.

IV OLD BUSINESS

A. Mercantile Bank Gant update – Wegener

Wegener reported, the Alliance entry was doing well for a while, but then Old Town Lansing won out at the end. The Alliance came in third. The activity did increase public exposure of the Alliance. Wegener shared that there is a possible opportunity for the 4th quarter Facebook granting event.

B. Treasurer appointment update – Holt

Holt reviewed the by-laws amendment as prepared by Sluiter. The amendment would allow any Finance Staff person to serve in the role of Treasurer as recommended by the City Manager and appointed by the Council. Holt and Sluiter will be processing the amendment through the City Council.

C. Wyoming CEC fiduciary agreement update – Sluiter/VanderWood

Rynbrandt distributed the agreement as prepared by Sluiter.

Koeze suggested that the agreement continue to be worked on with a specific eye to including stronger language about the duties of the CEC, and restricting their ability to put funds on deposit at any other account. All deposits and expenses must be run through the City/Alliance.

VanderWood suggested adding stronger language requiring timely reporting.

Rynbrandt suggested requiring their affirmation and recognition in promotional materials that they are an affiliate of the Alliance.

Bazan affirmed that checks must be made to the Greater Wyoming Community Resource Alliance.

VanderWood posed the question of what happens if the CEC rejects the fiduciary contract. Holt indicated the City Council would have to determine to disband the group.

D. Ideal Park Restoration Fund/Dedicated Fundraising Account –
Holt/Rynbrandt

Holt moved, second by Koeze to establish the dedicated fundraising account.
Motion carried unanimously.

V NEW BUSINESS

A. GM Grant Acknowledgement

A \$5,000 grant was received from the GM Foundation. This is our second year to receive the award. It was part of a GM celebration of GM investing \$19 Million in production expansion at the Wyoming plant. This GM investment does not provide additional revenue to the City; however 350 new jobs will be added.

B. Continue grant cycle discussions.

An open forum discussion was held on if and how the Alliance should award grants. Comments included:

“Like the idea of youth.”

“Liked that we chose the tornado response as targeted community need.”

“Appreciate giving under a theme.” [Targeted to a specific topic or concern.]

“But also liked an application process in the future to ensure we don’t miss any creative ideas or needs.”

“Perhaps with an application process set aside so much funds for a ‘Theme category’”

“Let’s reach out to youth service providers to generate programs that are under way.”

Rynbrandt will prepare a recommendation and/or process for the July meeting that the Board may more directly respond to.

VI ITEMS FOR ACTION

Wegener distributed the current roster and request each member update their information. Rynbrandt will provide the updates to the Clerk’s office.

VII ROUND TABLE DISCUSSION

None.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE
9:00 a.m., Tuesday, July 28, 2015

Respectfully submitted,

Rebecca Rynbrandt
Secretary
Board of Directors
Greater Wyoming Community Resource Alliance

GREATER WYOMING COMMUNITY RESOURCE ALLIANCE

FIDUCIARY CONTRACT

This Contract is made and entered into on the ____ day of _____, 2015 by and between the Wyoming Community Enrichment Commission (hereinafter referred to as "the Commission") and the Greater Wyoming Community Resource Alliance (hereinafter referred to as "the Alliance") and is as follows:

APPOINTMENT. The Commission appoints the Alliance to be fiduciary for funds generated by or donated to the Commission;

AGREEMENT. The parties agree that the Alliance has a fiduciary relationship with the Commission and shall prudently care for and manage the financial affairs for the Commission in the following manner:

- 1) To make deposits, withdrawals and write/distribute checks on behalf of the Commission;
- 2) To keep accurate records and conduct general bookkeeping with respect to the account of the Commission;
- 3) To generate quarterly accounting to the Board of the Commission;
- 4) To disclose within a reasonable time all information relevant to the account upon request of the Board of Commission;
- 5) To track grant monies separately from other general account monies and prepare appropriate reports to grantors (using the information provided by the Commission as required herein); and
- 6) To act in the best interest of the Commission and to forgo all advantages aside from proper compensation.

The parties further agree that the Commission shall be responsible for the following:

- 1) To deposit all funds of the Commission in a fund or funds of the City of Wyoming under the direction of the Alliance. The Commission shall, to the extent possible, direct that all funds payable to the Commission be made payable to the Alliance.

- 2) To timely comply with all reporting requirements of the Internal Revenue Service or any other regulatory agency, whether state or federal for which reports of any kind may be required.
- 3) To timely provide reports to the Alliance including all necessary financial reports or information. Financial reports shall be provided on a quarterly basis unless requested earlier by the Alliance.
- 4) To defend, indemnify and hold harmless the Alliance, its officers, members and agents and the City of Wyoming, its officers, agents and employees from any liability arising out of any action or endeavor by the Commission or any officer, employee or agent of the Commission.
- 5) To acknowledge on all promotional materials, the Commission affiliation with the Alliance.

FEES. The Commission hereby agrees to pay the Alliance an administrative fee only if requested by the Alliance. The determination of requesting an administrative fee will be made by the Alliance based upon the source of the funds received and the extent of the administrative duties required of the Alliance. The fee will be determined by the Alliance but will not exceed 3% of funds received.

ASSIGNMENT. This Contract may not be assigned by either party to another person, party or entity without the prior written consent of the other party.

NOTIFICATION. The Alliance shall notify the Commission in advance of any change in personnel in charge of the fiduciary responsibilities hereto or of any change in organizational structure of the Alliance.

AMENDMENTS. Except as provided herein this Contract may be amended or terminated only by an instrument in writing signed by both parties and attached to this Agreement.

DISPUTES. In the event a dispute arises under this Contract, the parties shall confer and endeavor to arrive at a solution. In the event either party shall incur legal expenses to enforce or interpret any provision of this Contract, the prevailing party shall be entitled to necessary reasonable fees and costs.

DURATION. This Contract shall begin _____, 2015 and end on _____, 2016, at which time said contract shall be automatically renewed for successive one (1) year terms, unless either party delivers written notice of non-renewal to the other party not less than sixty (60) days before the expiration of the then current term. Either party may revoke this agreement at any time for non-performance, subject to other conditions as listed herein.

The parties hereby agree to the terms of this Fiduciary Contract dated this _____ day of _____, 2015.

Wyoming Community Enrichment
Commission:

By: _____

Print Name: _____

Its: _____

Greater Wyoming Community
Resource Alliance

By: _____

Print Name: _____

Its: _____