

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:

April 28, 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 April 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