

**Muskegon Area Promise Zone Authority Board  
Agenda  
September 9, 2025 - 8:00 a.m. - Regular/Annual Meeting  
Muskegon Area ISD - Board Room**

	Item	Update/Action	Person Responsible
1.	Call to Order		Steve Parker
2.	Public Participation	Welcome any guests and offer time for public comment (2-3 minutes)	Steve Parker
3.	Approval of Agenda & Minutes	<ul style="list-style-type: none"> <li>Minutes - July 8, 2025 Regular Meeting - <b>Action</b></li> <li>New PZA Board Sharing Folder 2025-2026 (September 2025)</li> </ul>	Steve Parker
4.	Annual Meeting Update	Annual Meeting Document Review <ul style="list-style-type: none"> <li>PZA Act</li> <li>Bylaws</li> <li>Development Plan</li> <li>Roles, Responsibilities &amp; Expectations</li> <li>Governance Structure (Board, Staff &amp; Committees)</li> <li>Conflict of Interest Statement - Sign and Return</li> </ul>	Randy Lindquist & Megan Byard Karaba
5.	Budget Update	<ul style="list-style-type: none"> <li>Mike Schluentz Retirement - Introduction of New Finance Staff</li> <li>YTD Financial Statements               <ul style="list-style-type: none"> <li>June 2025 Financials</li> <li>July 2025 Financials</li> <li>August 2025 Financials</li> </ul> </li> <li>Check Approvals FY2025 - <b>Action</b> <ul style="list-style-type: none"> <li>Muskegon Community College - Summer Tuition - \$410,316.60</li> <li>Baker College - Summer Tuition - \$39,232.25</li> <li>Brickley DeLong - Preaudit FY2025 Fees - \$700.00</li> <li>Muskegon Area ISD - Business/Comm Services - \$20,000</li> <li>Muskegon Area ISD - Audit Adjust FY2025 Expenses - \$37,039.31</li> </ul> </li> <li>Check Approvals FY2026 - <b>Action</b> <ul style="list-style-type: none"> <li>NUVO College of Cosmetology - Summer Tuition - \$2,915.53</li> <li>Muskegon Area ISD - July/August Actual Expenses - \$39,395.71</li> </ul> </li> <li>Transfer of funds from MIMAX to Choice One Checking - \$550,000 - <b>Action</b></li> </ul>	Mike Schluentz & Jesse Rickard
6.	Membership Update	<ul style="list-style-type: none"> <li>Board Member Roster and Candidates - Recruitment Strategy &amp; Timeline</li> </ul>	Randy Lindquist & Megan Byard-Karaba

7.	Student Eligibility, Terms & Appeals	<ul style="list-style-type: none"> <li>Student Appeal Application (FAFSA Waiver) - <b>Action</b></li> </ul>	Megan Byard Karaba
8.	Student Success & Other Business	<ul style="list-style-type: none"> <li>Success Coaching on College Campuses - Update</li> </ul>	Megan Byard Karaba
9.	Marketing/Communication Update	<ul style="list-style-type: none"> <li>Third Party Marketing - Review, Discuss &amp; Facilitate our WHY</li> <li>Gold Level Donor Update - Discuss &amp; Plan Strategy</li> </ul>	Ben Kalb/ Megan Byard Karaba
10.	Fundraising Update	No Report	
11.	Upcoming Events	<ul style="list-style-type: none"> <li>MLCC Business for Breakfast - September 26, 2025</li> <li>MCAN Annual Conference 2025</li> <li>PromiseNet2025</li> </ul>	Megan Byard Karaba
12.	Next Meeting	<ul style="list-style-type: none"> <li>Tuesday, November 11, 2025 - 8:00 a.m. - MAISD Board Room</li> <li><a href="#">2025-26 Meeting Schedule</a></li> </ul>	