

**MINUTES
REGULAR MEETING
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD
July 11, 2023
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, July 11, 2023 at 8:00 a.m. at the Muskegon Area ISD.

The following board members were present:

Mr. Steve Parker, Longview Management Consulting
Dr. Aaron Maike, Baker College of Muskegon
Dr. John Selmon, Muskegon Community College
Ms. Holly Hughes, Community Representative
Mr. Christopher Dean, Muskegon Heights Fire Department
Mr. Gary Nelund, State Farm Insurance
Ms. Laurel Zwit, Greenridge Realty
Ms. Cindy Larsen, Muskegon Lakeshore Chamber of Commerce
Mr. Randy Lindquist, MAISD Superintendent

The following board members were absent:

Mr. John Swanson, Swanson Pickle Co.
Mr. Keith Guy, Muskegon Public Schools

Also present: Ms. Megan Byard Karaba, PZA Coordinator
Mr. Mike Schluentz, MAISD Associate Superintendent

Guests: Jodi Zerlaut – Muskegon Community College

1. Call to Order

Steve Parker called the meeting to order at 8:02 a.m.

2. Public Participation – None.

3. Approval of Agenda and Minutes

It was moved by Gary Nelund and supported by John Selmon to approve the Agenda as presented and the Minutes of the June 13, 2023 meeting. All Ayes (9) Nays (0) Motion carried.

4. Budget Update

- YTD Financials – Mr. Schluentz shared the Balance Sheet as of June 30, 2023, the Profit and Loss statement, Choice One Bank statement, and the MUNIS YTD Budget Report.

- Annual 2023-24 Budget Approval

It was moved by Holly Hughes and supported by Gary Nelund to approve the 2023-24 Budget. All Ayes (9) Nays (0) Motion carried.

5. Annual Meeting Items

- Board Member Roster, Contacts & Committees – Ms. Byard Karaba reviewed these items with the Board.
- Roles, Responsibilities & Expectations – Ms. Byard Karaba shared that the State asks that all Promise Zone boards develop a mission, vision, and roles and responsibilities of board members. She reviewed our Board’s mission, vision, and roles and responsibilities and will update them as a result of the discussion.
- Policies Review – Bylaws & Conflict of Interest – Ms. Byard Karaba reviewed these with the Board for any discussion or revision. The Board discussed having each board member sign a Conflict of Interest policy each year. Megan will develop and bring to the August meeting. Board members were also asked to review the Bylaws and present any revisions for discussion at the August meeting.
- Giving & Donations – Ms. Byard Karaba reviewed our investment policy with the board.
- Remaining Meeting Schedule 2023 – The Board discussed possibly meeting at different locations throughout the year (i.e. the two colleges, the Chamber, and perhaps a local school district). Ms. Irey will prepare a board meeting schedule through June 2024, noting the September meeting will be held at Muskegon Community College, and the December meeting will be held at Baker College.

6. Student Eligibility, Terms & Appeals

- 2023 Cohort – Summary Data Update – Ms. Byard Karaba shared an update of the 2023 cohort data. Currently, 336 new students have accepted their award, 309 returning students, with a total of 645.
- 2023 Appeal Considerations – Ms. Byard Karaba indicated that two appeals were received, both based on a weighted GPA.

It was moved by John Selmon and supported by Aaron Maike to approve the following appeals based on weighted GPA. All Ayes (9) Nays (0) Motion carried.

Name	District	Approved	Denied
Haley Hooker	Fruitport	x	
Kylee Visscher	Mona Shores	x	

7. Student Success & Other Business – No Report

8. Marketing/Communication Update – No Report

9. Fundraising Update – No Report

10. Other

- PromiseNet – Ms. Byard Karaba shared the registration information on the PromiseNet conference in Detroit on October 1-3, 2023. If any Board members are interested in attending, please let Megan know.

11. Next Meeting Date

- August 8, 2023 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:26 a.m.

Respectfully submitted,

/Barbara Irely/

Barbara Irely, Recorder