MINUTES
REGULAR MEETING
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD
November 8, 2022
8:00 A.M.

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, November 8, 2022 at 8:00 a.m. at the Muskegon Area ISD.

The following board members were present:
  Mr. Steve Parker, Longview Management Consulting
  Mr. Randy Lindquist, MAISD Superintendent
  Dr. John Selmon, Muskegon Community College
  Mr. Gary Nelund, State Farm Insurance
  Ms. Laurel Zwit, Greenridge Realty
  Ms. Holly Hughes, Community Representative

The following board members were absent:
  Dr. Aaron Maike, Baker College of Muskegon
  Mr. John Swanson, Swanson Pickle Co.
  Mr. Christopher Dean, Muskegon Heights Fire Department
  Mr. Keith Guy, Muskegon Public Schools
  Ms. Cindy Larsen, Muskegon Lakeshore Chamber of Commerce

Also present: Mrs. Megan Byard Karaba, PZA Coordinator
                Mr. Jason Helsen, MAISD Associate Superintendent

Guests: None

1.   Call to Order

      Steve Parker called the meeting to order at 8:16 a.m.

2.   Public Participation – None

3.   Approval of Agenda and Minutes

      It was moved by Randy Lindquist and supported by Holly Hughes to approve the Agenda as presented and the Minutes of the October 11, 2022 regular meeting. All Ayes (6) Nays (0). Motion carried.

4.   Budget Update

      ● YTD Financials – Mr. Helsen shared the balance sheet as of October 31, 2022, the profit and loss statement, the Choice One Bank statement, the Community Foundation statement, and a MUNIS statement.

      ● Annual Budget Adoption 2022/23 – Mr. Helsen presented the annual budget for 2022/23.

      It was moved by Randy Lindquist and supported by Holly Hughes to approve the 2022-23 Annual Budget as presented. All Ayes (6) Nays (0). Motion carried.

- Financial Audit Report – Jason Helsen presented the Independent Auditor's Report for the year ended June 30, 2022, that was conducted by the auditing firm of Brickley DeLong.

  It was moved by Randy Lindquist and supported by John Selmon to accept the Financial Audit Report for the year ended June 30, 2022. All Ayes (6) Nays (0). Motion carried.

- Approval of Checks

  It was moved by Holly Hughes and supported by Randy Lindquist to approve the following checks. All Ayes (6) Nays (0). Motion carried.

    Check #1060 – Brickley DeLong - $570.00 – Audit Costs
    Check #1061 – MAISD - $11,225.75 – YTD Vista Expenditures

5. Membership Update – No Report

6. Student Eligibility, Terms & Appeals

- 2022 Cohort – Summary Review & Update – Mrs. Byard Karaba reminded the board of the location of the 2022 Cohort data in the PZA Board Sharing Google folder.

- Goals & Strategy Subcommittee – It was determined to meet as a subcommittee to discuss goals and strategies. The date of this meeting will be November 15, 2022 at 9:00 a.m. at the MAISD Board Room.

7. Student Success & Other Business

- Connecting Promise Scholars to Local Business Leaders – Mr. Lindquist sits on the Greater Muskegon Economic Development Board with Mike Olthoff. Mr. Olthoff would like to get in front of our scholars to share what his company and other business leaders can offer for employment locally. Board members agreed this would be a great opportunity for our scholars. Randy will discuss further with Mr. Olthoff to see what that might look like.

8. Marketing/Communication Update

- 2023 Equity Project Update (Super Students) – Completed a scan of our 2023-24 cohort based on the free and reduced lunch eligible students; 153 is the current total.

9. Fundraising Update – No Report

10. Other

- Ms. Byard Karaba shared she is now the Chair of the state association, where she leads all of the board meetings, conducts lunch and learns, has conversations with the state department. This is a great opportunity for her to stay connected and gain knowledge on what all of the promise zones around the state are doing.

11. Next Meeting Date

- December 13, 2022 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:08 a.m.

Respectfully submitted,

/*Barbara Irey/*

Barbara Irey, Recorder