

BOARD OF DIRECTORS MEETING – JANUARY 17, 2024

<input checked="" type="checkbox"/> Bryan Cody – Via Zoom	<input checked="" type="checkbox"/> Denise Cook	<input checked="" type="checkbox"/> Jim McClurg
<input checked="" type="checkbox"/> Suzanne De Haan	<input checked="" type="checkbox"/> Jeremy Czubko	<input checked="" type="checkbox"/> Jennifer Meeks
<input checked="" type="checkbox"/> Carolyn Ferrari	<input checked="" type="checkbox"/> Rebecca Klesmith	<input checked="" type="checkbox"/> Wayne Norlin arrived 7:10pm
<input checked="" type="checkbox"/> James Scozzari	<input type="checkbox"/> Abigail Larimer	<input checked="" type="checkbox"/> Jeff Phillips
<input checked="" type="checkbox"/> Liz Bracken	<input checked="" type="checkbox"/> Kimberly Lucas	<input checked="" type="checkbox"/> Matthew Smith

Absent: Abigail Larimer

Staff Present: Barbara Draughon, Laska Nygaard, and Via Zoom Maria Zache Starkey

Neighbors: There were several neighbors in attendance.

1. The meeting was called to order at 7:00 pm.
2. The minutes of the December 20, 2023, meeting were presented for review and approval. Chair Cody inquired if any changes were proposed.

J Meeks noted she had proposed changes shared with the Board prior to the meeting via email. Changes proposed were:

Page 1, Item 4 a., Discussion, Line 6: STRIKE: “some members noted that the results shouldn’t be for public view.” Discussion followed regarding the comment. J McClurg stated that he made a comment that could have been interpreted this way, but his comment was not intended to mean that the results shouldn’t be made public, rather the results should be revised before sharing with the public as he didn’t believe it represented the best possible work of the association. The comment was proposed to be withdrawn. It was moved and seconded. The motion carried.

Item 4 a, Discussion, top of Page 2, INSERT after sentence ending in “several months” Jennifer Meeks requested that the meeting minutes reflect the land use committee agenda item stated “update” and not “action.” Jennifer Meeks also read an earlier email exchange with Barbara Draughon seeking clarification of which agenda items were for action vs. update. The email stated that “intention for the other materials” was not for action. Motion by J Meeks to amend, support by J McClurg, motion carried.

L Bracken noted that she was not in attendance for the entire meeting and was remote and suggested remote attendees be noted as such in the minutes and if they arrived late or exited early. She also noted that in Item 4 regarding the Land Use the minutes state “the vote carried with 12 in favor and 3 opposed” but she was not in attendance so the total could not be 15. She noted she was not aware there would be any actionable items outside of Officer Elections because the agenda noted as “discussion.” Motion by L Bracken, second by J Meeks and carried to denote remote attendance and adjust the count of the vote. The group agreed tracking remote attendance and arrival times should be added to minutes procedure.

J McClurg noted regarding Item 4 that while he agreed time was of the essence to get the letter to the City he requested that the letter be amended to note that the changes being proposed by the City were in direct conflict with the HH Master Plan. It was moved, K Lucas second, motion carried with W Norlin opposed.

3. **Public Comment** – B Cody asked if there were any comments from the neighborhood. Resident Doug Meeks congratulated the new board members and asked that the letter sent on behalf of HHA to the City be shared with the community. He also requested that as many people as possible attend the Planning Commission

Meeting on 1/25. He noted the importance of representation at the meeting because it does have an impact and the proposed zoning changes are critical to Heritage Hill.

B Cody noted that he, Barbara and Laska attempt to get to as many city meetings as possible to get the information to share back to the community and to help facilitate any issues or concerns.

4. B Cody noted that with new members attending for the first time the group would go around the table and make introductions. Resident Lisa McManus requested that everyone introduce themselves and B Cody noted all were planning to. L Bracken requested people share their professional background so that the talents among the group could be better understood. B Cody declined the request as unnecessary but noted people could share what they wanted. B Cody led off and all directors and staff gave a brief introduction.
5. **President's Report** – B Cody highlighted his personal goals for the board – board engagement, community engagement and neighborhood engagement as well as the need for volunteers. He also noted the importance of being respectful and having great discussions. Increasing communication to the neighborhood to share information more easily and timelier is a high priority and using technology the best way possible to fulfill these initiatives.
6. **Treasurer's Report** – C Ferrari stated no material changes from last review of finances. 2023 ended up \$25,000 to the good due to a State of Michigan unexpected grant. The 2024 Budget was finalized in November. J Meeks asked a question about the unexpected grant showing in Miscellaneous Income. Discussion regarding adding additional detail / reclassifying for ease of use. Finance Committee to review.

#### 7. **Committee Reports**

**Home Tour** – S De Haan noted date and time of May 17<sup>th</sup>-18<sup>th</sup> with times of 11am-5pm and 1-6pm. Tickets will be \$20 until the day of the event. S De Haan to pass out sign up sheet for Directors to be either a Guide or a Captain. Guide job is traffic control / security. Captain responsible for making sure all volunteers arrive and are in place at the correct time. Meeting with Captains to occur before home tour. Maria asked if Greeters were also needed and S De Haan confirmed they were. Denise asked how many homes there were on the tour. S De Haan noted seven homes. J McClurg noted the Parkers approached him about their disappointment in not being allowed on the tour. De Haan said Parker was not disappointed when she talked to him and that we are limited by lack of volunteers. L Bracken inquired about the number of people needed to pass through each house if ticket sale projections were realized which equated to twenty-six people per hour. De Haan noted that it is very possible with seven properties not including Meyer May. De Haan noted that by providing history of houses in the printed guide it moves faster than having the history explained in the house. B Cody encouraged all to sign up and each director to bring three volunteer names to the next board meeting. Prize for person with the most names. Members with homes on tour not required to volunteer.

**Community Engagement / Public Safety** – C Ferrari noted plans are for all same events but only 1 Shakespeare in the park but maybe 1 extra movie in the park and a new artist market at Pleasant Park. Any ideas please forward to her and help is always needed for the events.

**Land Use** – M Smith gave a thank you to Rowan Brady and Jim Payne. R Brady took job with City of GR and J Payne stepped down. The committee discussed what the focus of Land Use should be and noted a lot more opportunities for the committee to be impactful in current situation. The committee talked briefly about updating the Master Plan which had the last update in 2005. The committee is starting to talk about ideas for engagement to help with that and where to start. J Meeks asked if discussion about City Master Plan – 1998 / 2005 Plans purpose was to inform the City rather than the City's plan leading

what we do? M Smith stated no discussion on that point. B Draughon said if the process gets started soon the hope is to wrap up about the time the City wraps up. The City is likely months away from finalizing their master plan.

#### **Ad Hoc Committees –**

J Czubko noted the new website is up and detailed the process for getting it updated. The new site highlights many ways to volunteer. The focus is on engagement. They are trying to keep content fresh. He thanked Code for Good, the non-profit that did the work over one weekend, and B Draughon and the rest of the volunteers that helped. HHA got the new website for free from the non-profit.

### **8. Action Items**

- a. **Increase Herald Ad Rates** – Finance Committee looking at ways to increase revenue and rates not increased since 2007. An increase of 10% is the proposal and classified up 50%. Recommendation approved by the Finance Committee. A question was asked about putting ads on the website. B Draughon said that idea is currently under evaluation but likely. Motion by C Ferrari, 2<sup>nd</sup> S De Haan, motion carried unanimously.
- b. **Vote to add two new committees.**
  1. **Public Safety Committee** – L Nygaard detailed the uses of grant money for public safety, public health, and environmental issues but no committee to help with decision making. J Meeks asked about whether we would re-evaluate the committees for overlap at the end of the year. M Smith asked about the purpose of all the committees and if they were detailed anywhere. J Scozzari asked about the requirements of the grant and any overlap between committees. D Cook asked for a copy of any grants we have. B Draughon noted there is only one but will distribute. L Bracken asked about income levels of neighborhood and if any risk about meeting grant requirements for that. B Draughon noted no concerns. W Norlin moved to add the public safety committee to be reviewed at year end, it was seconded; motion carried unanimously.
  2. **Technology Committee** – B Cody provided an overview of the need to formalize this committee rather than keeping ad hoc. Motion by D Cook; S De Haan second; motion carried unanimously.
- c. **Conflict of Interest and Code of Ethics** – B Draughon requested all who have not signed to complete Conflict of Interest and Code of Ethics forms. She also mentioned that signup sheets for committee service were being passed around. More to come on committees. K Lucas asked how many committees Board members typically sit on. B Draughon indicated two. B Cody asked B Draughon to detail committees lacking members. She noted Fundraising and Community Engagement could use help and adding neighbors to Community Engagement would be beneficial. Garden Tour and Technology could also use more support.

J Meeks asked about how Conflict of Interest forms are used and how conflicts are identified and addressed in the course of business. Discussion ensued about what has happened in the past. J Phillips noted that personal protection under the insurance can be lost if policies related to conflict are not followed. J Scozzari to review conflict of interest form and revise where needed.

J McClurg asked if committees requested are automatically assigned. B Draughon indicated they should be generally. It will be revisited once the lists are compiled. Some discussion ensued about the optimal number of committee members.

Bracken asked how Committee Chairs are selected i.e via volunteer or if Board appointment and approval by Board. B Draughon noted that generally by volunteer because there hasn't historically been more than one person that wanted the job.

**9. Staff Reports**

- a. B Draughon – Not much more than what is in the report in the meeting packet. Dog Story Theater is still underway but working way through an unexpected renovation issue; 233 College Ave off the market until spring. Community Forums feedback was sent to City and to participants. Will be added to the website as well. J McClurg asked for more information about Dog Story. B Draughon gave a brief history.
- b. L Nygaard – Noted nothing in addition to her report in the packet.

**10. Old Business / New Business**

- a. De Haan asked for all to verify they signed up for the Tour and the signup for social time before the board meetings to provide snack / drink.
- b. B Draughon noted lack of reporting secretary. J Meeks volunteered. J McClurg moved; R Klesmith seconded; motion carried unanimously.
- c. B Draughon noted L Nygaard interview by Wood-TV regarding streetlights.
- d. R Klesmith noted prior discussion on de-escalation training and volunteered to do a presentation – approximately 15 minutes. C Ferrari suggested we share it with the community after the Board has seen it. Discussion about how to use the training information and share in community events to set a precedent for behavior at the start of the meeting. Will review further after Board training in March.

11. **Adjournment** at 8:45 pm. Motion; 2<sup>nd</sup> and carried.