

## BOARD OF DIRECTORS MEETING – JUNE 19, 2024

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|---|---|---|
| <input checked="" type="checkbox"/> Bryan Cody      | <input checked="" type="checkbox"/> Denise Cook     | <input type="checkbox"/> Jennifer Meeks           |
| <input checked="" type="checkbox"/> Suzanne De Haan | <input checked="" type="checkbox"/> Jeremy Czubko   | <input checked="" type="checkbox"/> Wayne Norlin  |
| <input type="checkbox"/> Carolyn Ferrari            | <input checked="" type="checkbox"/> Abigail Larimer | <input checked="" type="checkbox"/> Jeff Phillips |
| <input checked="" type="checkbox"/> James Scozzari  | <input checked="" type="checkbox"/> Kimberly Lucas  |   |
| <input checked="" type="checkbox"/> Liz Bracken     | <input checked="" type="checkbox"/> Jim McClurg     |   |

Absent: Carolyn Ferrari, Jennifer Meeks

Staff Present: Laska Nygaard, Executive Director; Maria Zache Starkey, Office Manager

Neighbors: There were several neighbors in attendance.

**Call to Order** - The meeting was called to order at 7:00 pm.

**Minutes** - The minutes of the April 2024 meeting were presented for review and approval. A correction was noted for the spelling of the last name of the guest speaker from Mobile GR. Motion by J McClurg; second by A Larimer; approved by all.

**Public Comment** – the first session of public comment was opened by Chair Cody. No neighbors spoke.

### **President’s Report – B Cody**

1. Office Relocation
  - i. HHA has been notified by Trinity Health the building of the current office location is to be decommissioned due to structural issue. The contract provides for relocation assistance, however, a sub-committee is recommended to be formed to research all viable options and present a proposal to the Board for approval. J Scozzari, B Cody and L Nygaard to serve on the committee with suggestion of 2-3 additional board members to keep the size manageable. More details to come.
2. Call to Action: Community Engagement – Committee and Volunteer recruitment
  - i. With the increase in land use related activities and staff time being used to coordinate communication and other demands related to City proposals, the outreach / community engagement efforts are in need of additional volunteers. B Cody inquired if Block Captains could be found and mobilized to better organize block clubs to find added help for committees and other activities such as Movies in the Park, Home Tour, etc. and asked for people to ask their friends and neighbors and people in the neighborhood to get involved.
3. Resignation of Board Member
  - i. B Cody read resignation letter from C Ferrari thanking the original (pre-2023) Board members for her time with them. She noted she felt a shift in the direction and priorities of the Board which she did not believe fit with her personal goals and objectives. He mentioned that this is becoming common to hear feedback about HH not feeling as inclusive as it should be or used to be. Encouraged everyone to act as good examples and to think about Carolyn's words. Replacements for open Board positions are pending further discussion at a later date as no urgent need or requirement exists.

**Treasurer’s Report** – L Bracken reviewed financials noting excess funds had been moved into some CDs and a money account to take advantage of higher interest rates.

### **Committee Reports**

#### **Community Engagement**

4. A Larimer noted Movie in the Park rained out and rescheduled for 8/10. She will send a volunteer signup sheet.
5. Shakespeare in the Park – W Norlin attended and noted talking with the food truck owners and thanking them for participating.
6. National Night Out – Scheduled for 8/6. More details to come and requests for volunteers.
7. M Starkey thanked A Larimer for her ongoing design work on the Herald cover, Herald blurbs, yard signs, and more.

#### **Technology – J Czubko reporting**

- Shared hard drive crashed which had been run from a local PC and was backed up. The PC was 10 years old and failed, leading to a loss of data on site. Backups have the data but are very slow and not functional as a working repository. A Laptop was bought to replace this machine (and because Barbara was using a personal laptop.) Recommended a cloud based storage solution - Staff prefers Microsoft OneDrive vs Google Drive..
- Successfully utilized square for the home tour, although the number of in person tickets sold was much lower than previous years. We added the option for a donation to go along with ticket sales which was relatively painless to implement and got positive results. The garden tour also used Square successfully.
- Discussion around transitioning phone system to IP based system which will facilitate move in the future. The phone system is dependent upon Metronet service and may not be transferable to a new office location. We recommend an IP based phone system for portability and continuity. By migrating Email, Phones, and cloud storage to Microsoft 365, we would be well prepared for a move.
- Office PCs - All office PCs were bought refurbished from TechSoup. The newest was 10 years old and just failed. The others are 11 and 12 years old and at risk of imminent failure. Because of the upcoming office move and the need for a backup laptop, we recommend purchasing a second laptop. Discussion around replacing the remaining computers. Motion by K Lucas; second by S DeHaan; approved by all.

#### **Land Use – W Norlin reporting**

- State Street Reconstruction – W Norlin attended – noted meeting was geared toward directly affected neighbors. Drawings indicated the placement of historic street light fixtures, however it was noted those are only available if homeowner purchases.
- Lyon-Fountain two-way conversion study / public meeting – W. Norlin also attended this meeting noting it was a frustrating meeting as City seemed unprepared to answer questions fully nor was a plan thoroughly fleshed out. Appears to be primarily an ask to

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benefit Corewell. B Cody noted he also attended the public meeting and that it seemed they didn't have exact answers for why this would be beneficial. The study showed it would decrease parking by at least 100 spaces. Mentioned that they should flow the traffic west on Lyon, north on Division to the freeway. They hadn't thought of that. Seemed that the benefits were subjective to opinions of individuals rather than facts.

- Community Master Plan review – Land Use Committee reviewed the CMP and prepared comments for the City.
- Home Tour Permitting Language – concerns that Home Tour would be negatively impacted by rules regarding “public events” were found to be not applicable to Home Tour.
- Mobile GR request for Letter of Support – Mobile GR emailed HHA asking for a letter in support of the Active Transportation Grant. They gave us until next Monday as a deadline and even included a template to 'upload our logo to' and send. We inquired for more information about how the money would be spent and they responded they didn't know. Though we are in support of receiving monies for Transportation upgrades, we cannot write a letter in support that could be an overall blanket support for the future projects for which we know nothing about. The grant would be around \$15 million and were concerned there was no plan for what the funds would do.

### Home Tour – S DeHaan reporting

- S DeHaan noted gross revenue was \$49k but all the numbers weren't in and more information would be available for the August Board meeting
- Request was made to gather feedback from volunteers and attendees if possible to learn of ideas for continuous improvement.
- S DeHaan asked for suggestions for 2025 tour homes.

### Public Safety

- L Nygaard explained that the Public Safety Committee is effectively on pause until the public safety staff position is filled.

### Action Items

1. Vote to Cancel July Board Meeting – B Cody noted we traditionally cancel the July board meeting in order to have more time for summer activities. Motion by J McClurg; supported by S DeHaan; approved by all.
2. Vote on ad Hoc Committee related to Office move – The committee to be created will have 5 members, three of which have been selected so two additional are needed to find a new location for HHA Office. Motion by K Lucas; supported by J Scozzari; approved by all.

**Staff Reports** – Written report in packet from L Nygaard for period covering remaining time as Community Organizer for Public Safety and first report as Executive Director.

**Old Business / New Business**

New Business – J Czubko suggested formal action for closing HHA office for all Federal holidays – it was noted the meeting date fell on the Federal Juneteenth holiday and no formal policy existed for closing HHA offices or moving meetings. Motion by W. Norlin; supported by J McClurg; approved by all.

**Public Comment**

1. C Hammond relayed information on Home Tour ticketing process and confusion around needing to go elsewhere to get the wrist bands. She will follow up with S DeHaan.

**Adjournment at 8:25 pm**

Denise Cook

Jeremy Czubko

Rebecca Klesmith

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Abigail Larimer

Kimberly Lucas