HERITAGE HILL ASSOCIATION (HHA)
Board of Directors Meeting Minutes

Date: January, 21 2026
Location: Trinity Health
Time: Meeting called to order at 7:08 PM by President Kim Lucas

Board Members Present: Kimberly Lucas, Jim McClurg, Jennifer Meeks, Jeff Phillips, Jeremy Czubko, Delores Dean, Chris Ervine, Cathy Bosscher, Julia Hawkins, Katie Heneveld

Staff Present: Laska Nygaard

Residents: Lisa McManus

1. **Call to Order:** Meeting called to order by 7:08 PM by President Kim Lucas.

2. **Public Comment:** Lisa McManus raised concerns regarding neighborhood safety and discussed opportunities to strengthen neighborhood relationships. K. Lucas noted that supporting and strengthening block clubs remains a Board priority.

3. **Approval of November & December Minutes:** J.McClurg noted a missing word in the second-to-last sentence of the November minutes. J. Meeks will revise accordingly. K. Lucas moved to approve the November minutes as corrected, and the December minutes as presented. J. Meeks seconded the motion. Motion carried.

4. President's Report:
Board members signed the annual Ethics Policy and Conflict of Interest Policy documents. Board members were asked to submit website photos and to sign up for Board Meeting snacks and drinks, Happy Hour hosting, and thank-you note responsibilities.
K.Lucas noted that, pursuant to the Bylaws, Committee Chairs are nominated by the President and ratified by the Board. Home Tour Sub-Committee and general committee preferences were reviewed.
Written committee reports are due by 2:00 p.m. on Thursday the week prior to a Board meeting, and items requiring discussion or action should be bolded.
The President reported that the office has received a new printer/scanner set and that additional assistance from Jeremy is needed.

5. Treasurer's Report – C. Bosscher:
C. Bosscher presented the Treasurer's Report and referenced Marcus's written summary. Expenses were noted to be higher due to the severance package.
It was reported that the Form 990 was recently reviewed and revisions to prior filings were identified. An additional fee of $200 was requested for Marcus to amend the 2024 filing. The Board discussed the importance of ensuring the filing is accurate. Questions were raised regarding the revisions, and follow-up will occur to obtain additional clarification. Access to the filing platform has been made available to allow for the necessary updates.
J. Meeks moved to approve the $200 expenditure to amend the 2024 Form 990. J. Czubko and J. Phillips seconded the motion. Motion carried.
J. Czubko raised the need for a formal offboarding process, including securing access to all platforms. K. Lucas will meet with Jeremy to review outstanding access and offboarding needs.

6. Committee Reports (written reports for all committees submitted in advance):

Community Engagement:
Home Tour – Chairs, D. Cook, K. Lucas, and J. Phillips: D. Cook, K. Lucas, and J. Phillips reported that the Home Tour Committee met on January 6. Ten homes have been secured, and two additional homes are needed. C. Bosscher is assisting in identifying the remaining homes. Sponsorship outreach is ongoing, including engagement with Meijer and the Cook Foundation, as well as discussions with Mammoth, Vivant, and other Wealthy Street businesses regarding sponsorship opportunities and promotional partnerships. A VIP event is scheduled for the 15th of May. The Committee also plans to coordinate with the Uptown Association to encourage post-tour engagement with local businesses.
Extended tour hours are being considered with a goal of approximately 3,000 attendees. Volunteers will be placed in homes to assist with flow and provide information.
The Committee's focus over the next two months will be securing sponsorships, volunteers, and promotional support. Wood TV is expected to film select homes in March to assist with promotion.
J. Phillips will confirm the next meeting date upon Denise's return, with the second week of February suggested. J. Meeks reported she will assist in securing support for her home.

Tech/Staff update: K. Lucas will review the database for potential inefficiencies and recommended improvements and has flagged this for follow-up. K. Lucas will schedule a meeting with J. Hawkins and J. Czubko to review related systems and next steps.

Land Use: J. Czubko will reach out to J.Fowler to confirm his capacity to participate in the committee's work and to facilitate any necessary transfer of information.

Nominating and Election Committee: J. McClurg raised issue of the two vacant Director positions. A recommendation will be brought forward to fill L. Bracken's former position, and consideration will be given to appointing an additional organizational representative.
As You Are, Trinity Health, and Corewell Health were mentioned as potential organizational representatives. Potential engagement with Corewell Health will be discussed further at the Executive Committee level.
It was also noted that outreach will occur to the two candidates who were not elected.

Governance Committee : J. Meeks shared the mission of the Governance Committee and reported that M. Hoexum will assist with its work. The Committee will review materials previously distributed.
J. Meeks noted that one additional member is needed to meet the Bylaw requirement of three members and inquired about individuals with a legal background. J. Czubko suggested Doug Meeks as a potential member.
J. Meeks will work with the Executive Committee prior to the next meeting to finalize the draft charter and confirm Committee membership.
J. Hawkins moved to approve the Governance Committee charter. J. Phillips seconded the motion. Motion carried.

Staff Reports: Submitted in writing; no questions.

7. Old & New Business
None.

8. Adjournment

K. Lucas moved to adjourn the meeting. J. Phillips seconded the motion. Motion carried. The meeting adjourned at 7:54 p.m

Executive Session (7:59 PM) Motion: K. Lucas moved to enter Executive Session; seconded by J.McClurg. Motion carried.

Strategic Planning:
The board reviewed the September 2025 HHA Board Strategy document and related discussion notes.

Strategic Alignment & Organizational Focus
Discussion centered on the role of the Home Tour within HHA's broader strategic priorities. Members shared perspectives on how central the Home Tour should be in guiding near-term focus. While some emphasized aligning current efforts through the Home Tour as a primary operational and fundraising vehicle, others underscored that HHA's mission extends beyond any single program. There was general agreement that the Home Tour can serve as a strategic vehicle for engagement and storytelling while remaining aligned with the organization's broader mission.

Community Identity & Narrative
The Board discussed public perception of Heritage Hill and the importance of accurately reflecting neighborhood diversity. Members emphasized strengthening communications and storytelling to better represent the full character of the community.

Data & Demographic Priorities
Data collection was identified as a strategic priority to strengthen advocacy, engagement, and funding efforts. Areas discussed included age, sex, renter/owner status, socioeconomic indicators, race, and other demographic factors.
The Board will assess existing data sources and explore appropriate methods for gathering additional information. Committees will identify priority data needs aligned with their work. It was acknowledged that data collection and sharing require careful attention to privacy, transparency, and sensitivity.
Reliable data was also noted as important to support future advocacy and funding opportunities, including potential exploration of TIF and other mechanisms.

Block Clubs & Community Safety
Block clubs were discussed as a key engagement and safety strategy. Committees will further explore opportunities to strengthen block-level connections.

Committee Alignment & Operations
The Board emphasized aligning committee goals with overall strategic priorities. Committees will meet prior to the next Board meeting to identify key initiatives and data needs.
Operational items discussed included technology access and offboarding, website and social media management, volunteer coordination, office space planning post–Home Tour, and a post–Home Tour budget review.

Other News: The Board referenced correspondence from C. Ervine regarding neighborhood safety concerns. The Board discussed evaluating potential risks and understanding how peer organizations are preparing for similar concerns. Laska will add a related question to the upcoming safety survey. K. Lucas noted that a threat assessment should be conducted as an initial step. The Board will also review its data privacy policy.

K. Lucas moved to adjourn the meeting. J. McClurg seconded the motion. Motion carried. The meeting adjourned at 9:31 p.m