HERITAGE HILL ASSOCIATION (HHA)
Board of Directors Meeting Minutes

Date: March 18, 2026
Location: Trinity Health
Time: Meeting called to order at 7:04 PM by President Kim Lucas

Board Members Present: Kimberly Lucas, Jeff Phillips, Delores Deen, Chris Ervine, Cathy Bosscher, Julia Hawkins, Katie Heneveld, Kris Alderman, Michelle Hoexum

Staff Present: Laska Nygaard

Public Present: Coleen Hamman, Allison Dickenson, Rowan Brady

1. Call to Order: Meeting called to order by K.Lucas at 7:00 PM.

2. Public Comment: Coleen Hamman shared feedback regarding the recent zoning meeting HHA hosted at Central Reformed Church. She noted strong attendance and engagement.
Allison Dickinson introduced an initiative focused on native prairie grass plantings. The Board discussed sharing this in The Herald to gauge neighborhood interest and potentially partnering with the Garden Club.
A.Dickinson also raised concern regarding cryptocurrency kiosk fraud. K.Lucas suggested including a Public Safety update in The Herald to raise awareness.

3. Approval of February Minutes: Approval to be conducted at March's meeting

4. President's Report – K.Lucas: Reviewed correspondence related to a letter from HHA resident Nancy Jo Wilson K.Lucas shared a drafted response previously circulated to the Board. Board members were asked to provide feedback or approval.
The Board acknowledged Jim McClurg's resignation as Vice President and board. D.Deen nominated Jeremy Czubko for Vice President. The Board voted to approve the nomination

5. Treasurer's Report – C.Bosscher: Reported that work continues with M.Rich on CDBG reporting, with some minor administrative issues noted. The current Profit & Loss statement reflects an approximate $7,500 loss, and the Association maintains a bank balance of approximately $106,000. Accounts Receivable includes older outstanding balances (91+ days). C.Bosscher also noted that printing and mailing costs for The Herald are approximately $6,100 per issue, which covers a two-month cycle.).

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

Community Engagement: Website backend improvements are underway and expected to be completed by March 21. J.Hawkins will confirm the new platform being used.

Staff shared updates regarding city communication about lead pipe replacement and upcoming street repaving, including brick streets.

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Garden Tour: J. Hawkins will meet with D. Cook regarding sponsor needs.

Home Tour: D.Cook and J.Phillips- Marketing outreach efforts were discussed, including targeting publications that cover festivals and travel-related audiences.
A promotional event for Home Tour is scheduled for May 13 at Mammoth with guest speaker, Caroline Cook.
The VIP event is planned for 5:30–9:00 PM, with continued focus on enhancing the guest experience and maximizing fundraising potential
Additional funding needs were identified and D.Cook requested an additional $8,800 for Home Tour. Additional needs included: portable restrooms, printed programs, wayfinding and signage, VIP event décor and ambiance. It was noted that a previously anticipated permit cost (approximately $400) is no longer required, allowing those funds to be reallocated toward event enhancements. The Board discussion emphasized the importance of investing in the event to ensure a high-quality experience and optimize fundraising outcomes. Questions were raised regarding typical YoY budget increases to gain prospective of the requested increase.
Motion: To increase the Home Tour budget to **$8,800**. D.Deen moved to approve the increase. J.Phillips seconded the motion. Motion carried.
Volunteer considerations were discussed, including confirmation that volunteers will continue to receive tickets. The potential for offering VIP access to key volunteers ("heavy lifters") was raised as a future consideration.
Shuttles for Saturday and Sunday were secured and are being donated by Corewell Health.

Governance : Work on bylaws is ongoing but temporarily slowed due to J.McClurg's resignation and J.Meeks availability. Questions raised regarding nomination materials and transition responsibilities; J.Czubko will support this process.
There are three current open board positions and potential candidates. K.Lucas suggested reaching out to the principal at Central Innovation High School. C. Bosscher requested clarification on term expirations for the recently vacated seats (approximately 8-month terms remaining)

Land Use: J.Czubko provided an update regarding early conversations with Corewell Health and MobileGR related to a potential project within the neighborhood. Land Use will continue to monitor developments and engage as appropriate, and will provide updates to the Board as additional information becomes available

Technology: Focus on strengthening HHA's offboarding processes. Priority: ensure at least two individuals have administrative access to all systems and platforms.

Voigt House Preservation: D.Cook confirmed Public Museum will participate on the committee. D.Cook and J.Phillips discussed the importance of maintaining a collaborative approach, with an emphasis on allowing Museum partners to help guide involvement and direction.
The Public Museum will prepare their own script for the Home Tour.

Staff Reports: L.Nygaard received feedback on the recent 101 Zoning meeting and indicated preference for shorter presentations with more interaction.
Public safety survey received 73 responses.
CDBG funding has been approved by Congress.
Updated invoice processes have been reviewed and implemented by staff.
Coordination needed on sponsorship overlap between Home Tour and Garden. D.Cook and J.Hawkins confirmed they will coordinate.

7. Old & New Business C.Bosscher confirmed with M.Hoexum that there is not a $7,500 Home Tour sponsor.
A.Dickinson shared information about a grant opportunity ($2,000–$5,000) supporting elderly-focused initiatives.
L.Nygaard introduced Rowan Brady, the City Planner assigned to Heritage Hill. He will support zoning and commercial project coordination.
C.Ervine presented on lead exposure risks and broader public health implications

8. Adjournment: J.Czubko moved to adjourn the meeting. D.Cook seconded the motion. Motion carried. The meeting adjourned at 8:18PM.

Executive Session (8:24 PM) Motion: K.Lucas moved to enter Executive Session; seconded by D. Deen. Motion carried.

An Executive Session was held to discuss Executive Director transition planning.
The Board discussed interim support through the Home Tour period and timing for reassessing long-term staffing needs. Priorities identified included defining interim roles, ensuring a smooth transition, and documenting processes and system access.

Action items include:

- Consolidation of passwords and system access
- Documentation of key responsibilities and ongoing tasks
- Review of financial and payroll considerations
- Transition of responsibilities across board members and staff

K.Lucas moved to adjourn the meeting. D.Cook seconded the motion. Motion carried.
The meeting adjourned at 8:42PM.