

THE PONTIAC SCHOOL DISTRICT PROMISE ZONE AUTHORITY BOARD

August 17, 2023

12:30 PM

1500 University Dr.
Auburn Hills, MI 48326

BOARD MEETING MINUTES

Meeting called by:	Teresa Rodges	Type of meeting:	Regular Meeting
Meeting Chair:	Teresa Rodges		
Note Taker:	H. Bill Maxey/C. Moulder		
Please read:	June 15, 2023, Minutes, Finance Report Documents		

AGENDA ITEMS

Topic	Presenter
✓ Call to Order: 12:32pm	Teresa Rodges
✓ Roll Call	H. Bill Maxey
Present: Teresa Rodges, Christopher Northcross, Henry Knight, Lon Bone, Jose Aliaga, Nellie LaGarde, Mary Schusterbauer, Kaino Phillips, H. Bill Maxey	
Excused Absence: Tim Meyer	
✓ Approval of the August 17, 2023 Agenda, moved by Lon Bone, Second by Kaino Phillips; Motion carried.	
✓ Approval of the June 15, 2023, Minutes, moved by Lon Bone, Second by Christopher Northcross; Motion Carried.	

Adjournment: 2:27pm

Chairperson Executive Report

5 mins

- Promise Zone Authority Board Officers and Duties
The four (4) officers of the Promise Zone Authority board (PZA) consist of the Chairperson, Vice Chairperson, Secretary and Treasurer. All four positions are up for re-election. Any member of the PZA board may be elected by a simple majority of the Board. All officers will be elected by a majority of the PZA board at the annual meeting.
- Replacing PZA board members rolling off the board and/or recruiting first time board members
As board members are coming off the board, please think about what types of talent the PZA Board might need. It will take people of all skillsets to operate a successful organization. For example, having a fundraiser, CPA, school administrator or someone who understands

our population would be beneficial. Board members must also have the time to dedicate to the Pontiac Promise Zone and are committed to the mission.

If you are interested in a PZA board officer position, please let the Chairperson know. A board nomination form will be created and emailed to the board members for review at the September 2023 board meeting.

If you are interested in coming off the board, we will need to vet potential new board members prior to bringing them on board. If there are individuals that are interested in joining the board, please email your recommendations and their resumes to the Board Chairperson for consideration by the board.

If you are interested in serving on an Advisory Board, please let the Chairperson know at your earliest convenience.

- PZA Board Officer Duties
Duties for the four (4) board officer positions are noted in the Pontiac Promise Zone Authority Board Bylaws and should be taken into consideration if you are running for an officer position.
- Oakland University Pontiac Initiative (OU PI) Annual Report
The annual report will be published in the fall and distributed on October 21, 2023 at the OU-PI Town Hall meeting. The report highlights the work of the Pontiac Promise Zone, Ascend Foundation, PCIP and other collaborative partner organizations.
- Succession Planning
Discussion ensued regarding Goal 1 of strategic planning which included the succession planning process, policy and procedures, and updating of the PPZ bylaws. Mary Schusterbauer and Nellie LaGarde will be working on the succession plan and the bylaws and will present their recommendations to the Goal 1 committee and the PZA board. Kaino Phillips recommended that we push back on creating new bylaws to move forward with terms; Nellie recommended that we create an advisory board to help the board in the future; time is needed to make sure all is in order.
- Introduction of new Program Coordinators
The PZA board members introduced themselves and welcomed two new Program Coordinators Derinda Shaw and Raymond Wiggins to the Pontiac Promise Zone.

Executive Director Report

5 mins

- Scholarship Update

Treasurer Report

10mins

- IRS penalty update

Motion: Chris moves to engage a CPA firm to pursue an abatement for the late penalty for the filing for 990 form for 2022. Motion second by Kaino Phillips. Opposed by Mary Schuestebauer and Henry Knight. Motion Carried.

Motion: Kaino moves that Mr. Majors as recommended by Attorney George Pitchford be obtained to abate the 990 penalty. Second by Mary Schusterbauer. Motion carried. The motion was opposed by Christopher Northcross and Henry Knight.

Discussion: Mr. Northcross has not met with Mr. Brazeal to solidify the amount of money to abate the fee.

- Financial Budget Review
 - Marketing committee has to complete the missing items in the budget template.
 - Insurance rates may change with our insurance company.
 - Reviewed the spreadsheets.

Report to Accept and File.

Committee Reports

- ❖ Personnel Committee Reports 2 mins
 - Strategic Planning Report Goal 1: Board/Staff Development
- ❖ Marketing Committee Reports 2 mins
 - Strategic Planning Report Goal 2: Marketing/Communicating
 - Ecommunity Outreach Sponsorship

Motion: Lon moved to support the \$1,000.00 E-community outreach sponsorship, second by Henry Knight; motion carried.

Motion: Mary moved to support the Pontiac Alumni Foundation for \$1500.00, second by Christopher Northcross; motion carried.

Motion: Mary moved that any requests for sponsorships and donations need to be shared with the Executive Director and the Board Chair; then it will be forwarded to the Board of Directors for approval. Second by Nellie LaGarde. Motion Carried. Bylaws committee will make sure to put it into procedures.

- ❖ Partnering/Collaborating Report 2 mins
 - Strategic Planning Report Goal 3: Partnering/Collaborating
- ✓ Old Business/New Business **7 mins**
- ✓ Board Member Open Comments **10 mins**
- ✓ Confirm Next Meeting –Thursday, September 21, 2023, OU West Auburn Hills, MI
12:30pm – 2:30pm