

**THE PONTIAC SCHOOL DISTRICT PROMISE
ZONE AUTHORITY BOARD**

September 21, 2023

12:30 PM

1500 University Dr.
Auburn Hills, MI 48326

BOARD MEETING MINUTES

Meeting called by:	Teresa Rodges	Type of meeting:	Regular Meeting
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Meeting Chair:	Teresa Rodges
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Note Taker:	H. Bill Maxey/C. Moulder
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Please read:	August 17, 2023, Minutes, Finance Report Documents
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AGENDA ITEMS

Topic	Presenter
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- ✓ Call to Order: 12:30pm Teresa Rodges
- ✓ Roll Call H. Bill Maxey

Present: Teresa Rodges, Kaino Phillips, H. Bill Maxey, Lon Bone, Mary Schusterbauer, Christopher Northcross, Tim Meyer, Nellie via Zoom
Absent: Excused Jose Aliaga

- ✓ Approval to amend September 21, 2023, Agenda to add IRS Letter for unpaid taxes period ending June 30, 2021. Moved by Lon Bone, Second Mary Schusterbauer. Motion Carried. Lon moves to shift the IRS penalty before the strategic planning reporting; Seconded by Christopher Northcross. Motion Carried.
- ✓ Approval of the August 17, 2023, Minutes
Mary moves to accept the minutes as presented; Second by H. Bill Maxey. Motion Carried.

Adjournment:

Chairperson Executive Report 10 mins

Executive Board Leadership Nominations note to look at the descriptions for executive committee board positions to ensure you are able to comply with the role. Asking that each board member complete the nomination form before leaving the board meeting.

- Strategic Planning Reports
 - Goal 1: Board/Staff Development

Mary reports looking at the function of the board, bylaws, policy and procedures to make sure that this is an ongoing process. The board chair was tasked with looking at a board self-evaluation tool. We will have more discussion regarding the tool. The team will thoroughly look at the bylaws/policies/procedures; questions will be sent to the board members to assess what is missing or needed in the bylaws. Watch for Mary's emails.

- Goal 2: Marketing/Communicating

Lon reports that there will be more to report at the next meeting, but the plan is to address and communication with our students, colleges, and the high school.

- Goal 3: Partnering/Collaborating

H. Bill Maxey reports that the groups put their lists together of the groups and organizations that the Promise Zone should be connected too. The group is asking that the marketing group look at creating a revolving marquee. We will continue to look at the barriers to students having access to who and what the Promise Zone is and how it works.

- IRS penalty update: IRS penalty ending June 20, 2021.
 - Discussion ensued regarding the penalty associated and should have the CPA have discussion with the IRS regarding the 990 delay and the tax penalty for the 20-21 year end. The letter will be amended to include the additional penalty with approval from the board.
 - Tim indicates this should be instituted into the bylaws for accountability. We may need to engage a tax attorney.
 - Mr. Phillips indicates that we contact legal, and the board was referred to Major CPA.

Motion: To approve the engagement of Major CPA Tax & Accounting to communicate with the IRS for removal or reduction of all penalties; by seeking an administrative waiver or relief due to reasonable cause at a fee of 10% of the penalty relief plus an additional \$250.00 per billing hour. Moved by Tim Meyer, Seconded by Mary Schusterbauer.

Roll Call: Christopher Northcross, Lon Bone, Mary Schusterbauer Kaino Phillips, Teresa Rodges, H. Bill Maxey Yes: Motion Carried.

Motion:

Tim moves that the bylaw committee report back to the board with an amendment regarding fiduciary responsibility which would include the audit, 990s etc. Seconded by H. Bill Maxey

Roll Call: Tim Meyer, Lon Bone, H. Bill Maxey, Tim Meyer, Teresa Rodges, Kaino Phillips, Mary Schusterbauer Motion Carried.

Executive Director Report

5 mins

- Scholarship Update: Join PCIP if this is a campaign you would like to participate in; we need to look at barriers: cultural, social, and financial. The motivation is a good focus to entice the population to move forward toward post-secondary opportunities. How do we draw students through the barriers knowing we can't fix everything. The quality and depth of education they are receiving is also a problem; causing students to stop out because they cannot compete when they get there, success coaching may be needed.

Treasurer Report

5 mins

- Financial Budget Amendment approval

Motion: Tim moves to accept amended budget; seconded by Lon Bone.

Roll call: Tim Meyer, Kaino Phillips, Mary Schusterbauer, Lon Bone, Teresa Rodges, H. Bill Maxey, Christopher Northcross.

Discussion: The board has to look at ways to use it or redirect it; being creative to utilize the money appropriately. Look at the success programming for our high school students. Lon states looking at kids who are dropping or stopping out or fail in their programming to see what changes we could put into place. Kaino suggests that we look at the housing component. Christopher suggests that at the next meeting we discuss the investment opportunities.

Committee Reports

❖ Personnel Committee Reports 2 mins
○ No report.

❖ Marketing Committee Reports 2 mins

Motion: Lon move to support the 103rd NAACP Freedom Fund Dinner on Oct. 13, 2023, for a full page ad in the amount of \$400.00 Seconded by Tim Meyer.

Roll Call: Tim Meyer, Mary Schusterbauer, Kaino Phillips, Teresa Rodges, Christopher Northcross. No – H. Bill Maxey. Motion Carried.

Motion: Move to support the Golden Opportunity 56th Annual Harvest Banquet on October 27, 2023, for a full page ad in the amount of \$200.00. Seconded by Kaino Phillips. Amended to add \$50.00 to add our advertisement to the back page.

Roll Call: Tim Meyer, Mary Schusterbauer, Teresa Rodges, Kaino Phillips, Lon Bone, Christopher Northcross, H. Bill Maxey. Motion Carried.

❖ Partnering/Collaborating Report 2 mins

✓ Old Business/New Business 7 mins
○ Kaino notes that the annual meeting needs to be addressed before the end of year.

✓ Board Member Open Comments 10 mins
No comments presented

✓ Confirm Next Meeting –Thursday, October 19, 2023, OU West Auburn Hills, MI
12:30pm – 2:30pm

Board Secretary H. Bill Maxey

October 19, 2023, Approved

Date Filed