

**GREATER WYOMING COMMUNITY RESOURCE ALLIANCE**  
**Minutes of the Board Meeting**  
**September 22, 2015**  
**9:00 AM**  
City of Wyoming  
**City Manager's Conference Room 2<sup>nd</sup> Floor**

I ROLL CALL

Present: Rebecca Rynbrandt, Jim Carmody, Paul Wegener, Tamara Lopez, Curtis Holt, Jeff Koeze, Jack Sluiter, Bob O'Callaghan, Nancy Bazan, Kent VanderWood

Guest:

Absent: Elizabeth Reyes

Carmody called meeting to order at 9:05 a.m. New member Bob O'Callaghan was introduced. Bob is the current Chief Executive Officer of the Wyoming-Kentwood Chamber.

II PREVIOUS MEETING MINUTES:

A motion by Holt, seconded by Lopez to approve the August 25, 2015 meeting minutes was made. Motion carried unanimously.

III FINANCIAL REPORT

A. Finance Department

Bazan distributed the Financial Report ending September 21, 2015. Related to the General Fund, revenues received to date are \$323.19 and expenses are \$20.00. The fund balance is \$57,082.59. A donation of \$2,500 from CSX Railroad was received for the dedicated Parks Donation Fund. These funds are tied to the Ideal Park restoration project. Motion by Vanderwood seconded Sluiter to accept the report as submitted was made. The motion was approved unanimously.

IV OLD BUSINESS

A. Proposed grant making process. R. Rynbrandt

Rynbrandt referenced the two proposals included in the agenda packet materials: 1) a Letter of Approach process, the other 2) an Open Application process. The Board discussed the merits of each. The characteristics of a Letter of Approach include that a letter may be submitted at any time outlining briefly their project such as a project description, the purpose/need addressed, the target population,

and the amount. The Board of Directors will review letters on a timely basis and invite those it wishes to consider funding to complete a full application. An Open Application process is one where applications are accepted at any time. The Board of Directors the reviews completed applications at their next regularly scheduled meeting subject to receiving the application a minimum of two weeks prior to the meeting.

Discussion ensued. Key themes discussed were flexibility and timeliness in evaluating and making funding recommendations, as well as giving the maximum amount of discretion to the Board for decision making to be responsive to current and emerging needs.

A motion by Vanderwood, seconded by Lopez to implement the Letter of Approach process was made. The motion carried unanimously.

## V NEW BUSINESS

### A. Fiduciary contract with Pinery Park Little League Association (PPLL)

Holt shared background on the important work of PPLL as well concerns related to their loss of non-profit status, cash handling, lack of following their by-laws, etc. Holt shared how City Council has met formally with PPLL and discussed their future use of Pinery Park. The City staff strongly recommended that PPLL be required to execute a fiduciary agreement with the Alliance as part of their agreement to retain use of city park property.

Holt affirmed the City goal has always been to maintain an official Little League in Wyoming. Specifically, that PPLL

1. Get their finances in order, including adopting and implementing generally accepted accounting and reporting procedures
2. Provide open and transparent elections
3. Maintain regular meetings and keep/post minutes
4. Implement an independent conflict resolution committee

VanderWood shared his perspectives on the situation from a Council person's perspective. Discussion ensued and included comments and questions related to PPLL by-laws, length of any fiduciary agreement (it is expected to be 3 years), adding a member of PPLL to the Alliance Board, status of PPLL 501(c)3 non-profit registration, risk of liability to the Alliance and similar items.

It was noted that the Mayor is attending the annual meeting of PPLL and is interested in running for their Board.

A motion by VanderWood, seconded by Koeze to approve the Chairperson to execute a fiduciary agreement with PPLL as developed and presented by the City Attorney was made. The motion carried unanimously.

B. New member welcome

It was noted that O'Callaghan was introduced earlier. O'Callaghan thanked the Board for the warm welcomed and indicated his excitement to serve.

VI ITEMS FOR ACTION  
A. Fiduciary contract PPLL

See motion above. V. New Business. Item A.

VII ROUND TABLE DISCUSSION

None.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE  
October 27, 2015

Respectfully submitted,

Rebecca Rynbrandt  
Secretary  
Board of Directors