

**GREATER WYOMING COMMUNITY RESOURCE ALLIANCE**  
**Minutes of the November 24, 2015 Board of Directors Meeting**  
9:00 AM  
City of Wyoming  
**City Manager's Conference Room 2<sup>nd</sup> Floor**

I ROLL CALL

Chairman Carmody opened the meeting at 9:00 a.m.

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

Guest: Kenny Westrate, Wyoming Parks & Recreation

Absent: Tamara Lopez, Elizabeth Reyes

II PREVIOUS MEETING MINUTES:

A motion by Holt, seconded by Sluiter to accept the September 22, 2015 minutes as presented. The motion carried unanimously.

III FINANCIAL REPORT

A. Finance Department

A written report, through November 24, 2015 was distributed by Bazan. Fund balances are increasing: General Activities, \$57,483.40; Community Enrichment Commission, \$22,413.79; Fire, \$3,229.63; Parks Donations, \$2,500; Police Donations, \$2,397.55. Pinery Park Little League (PPLL) basic account has been established. The PPLL has a negative fund balance of \$2,286.70.

Holt mentioned that Council of Law Enforcement Agencies (CLEA) will be bringing their conference to Grand Rapids in 2018. The Alliance may be able to assist with area police department fund raising for these meetings.

A motion by Vanderwood, seconded by O'Callaghan was made to accept the finance report. Motion carried unanimously.

IV OLD BUSINESS

A. PPLL contract update.

A verbal report was given by Holt. The fiduciary agreement has been approved by PPPLL. Note that it includes an amendment which was developed to ensure clear separation from their historical practices and concerns to now – a mechanism to protect the Alliance. PPLL historical practices remain a concern for

their (PPLL) Board related to nonpayment of sales taxes, IRS payroll reporting for 990 umpires, loss and lack of nonprofit status, etc.

Koeze asked if the Alliance have a role in the league if it dissolves. Holt stated not necessarily. If anything it would be seed money for new program start up as well as scholarships for low income youth to participate.

Holt shared that he has told the PPLL Board that they welcomed to attend any Alliance board meeting to learn about our processes, role, etc.

Carmody questioned if Fiduciary contract holders receive direct notice of the Board meetings. Rynbrandt said no. Like City Council meetings, the public is aware of when meetings are scheduled, agenda's if provided to IT are posted on the City website ahead of the meeting, as well as the minutes following the meeting.

V NEW BUSINESS

A. Weller Foundation Award update.

Carmody reported that the Weller Foundation has graciously awarded the Alliance \$5,000 given towards the purchase of tactical equipment for the Police Department. The funds will show up on the December finance statement.

B. Report from Parks and Recreation scholarship program.

Kenny Westrate, Recreation Programmer and Scholarship Program administrator distributed a report to the Board. Scholarships are up over 58% over the same period last year. This is mainly attributed to an increase in requests related to youth football participation. We've also seen an overall increase in requests as the public have become more aware of the scholarship program.

Holt asked that the scholarship form be distributed to the Board for information purposes.

Westrate described the scholarship program and application process. The maximum award is 75% of program cost. It is believed that the scholarship program will run out of money in April or May. Rynbrandt indicated that a decision needs to be made in March to allow for additional funding of scholarships with the summer as registration will begin for the summer programs in the spring. We will need to tell people if scholarships are available for not. Westrate will provide an update in March and make any necessary request at that time.

C. Review of Grant proposals.

1. Hand2Hand

A motion to approve the grant request was made by Vanderwood, and seconded by O'Callaghan.

Discussion of application ensued. Vanderwood questions if they are asking for \$1,000 per year for 3 years? Or \$3,000 now? Rynbrandt informed the board that they had withdrawn their request for Community Development Block Grant funding (this income was noted on their submitted budget sheet). Holt stated that the application tags the \$3,000 for startup funding. He questions if this will be an annual request or what happens next year if not further funding from the Alliance is provided. What is their continuation plan?

A motion to defer this motion to the December meeting was made by Holt, and seconded by Vanderwood.

Wegener asked if this program is a duplication of food pantry work in the area or if it fills a gap in service. O'Callaghan stated it fills a gap left from the Kids Food Basket which provides food during the week but not on the weekend.

Motion to defer carried unanimously.

## 2. Wyoming Public Schools (Regional Center) (Audio Book Library)

A motion was made by Vanderwood, seconded by Bazan to approve the grant request.

Vanderwood questioned doing the whole \$3,000. Holt recommends against the grant request as it is a Wyoming Public Schools program that if truly significant, the school could find the money to buy the audio books. Carmody also indicated his lack of support.

Bazan & Carmody stated that the Wyoming Kent District Library have free audio book resources. A question was raised of why they are not partnering with them.

Holt indicated his disappointment that there is no investment by the school district. Sluiter suggests funding the equipment, MP3 players, only.

Vanderwood amended is motion to approve their grant request up to \$1,000 for MP3 equipment only. Bazan seconded the amendment. This would be a reimbursement grant.

The amended motion carried unanimously.

## 3. Kent ISD

A motion by Holt, seconded by Sluiter was made to fund up to \$1,000 in travel and supplies related to WIA students working in Wyoming school districts. This would be a reimbursement grant.

The motion carried unanimously.

D. Discuss Board Term Expirations

Wegener's term ends December 31, 2015. Carmody and Lopez are seeking to be re-appointed. We will have one seat to fill.

E. Recognition of Recent Board Application

Tyler Jacob Toscano has applied to serve on either the CEC or the Alliance. There are no concerns regarding his application by any Board members. The Mayor will make the final decision. Carmody will inform the Mayor that the Alliance has not concerns related to the appointment of Toscano.

F. 2016 Donor Appeal Letter

Carmody reported that we generally have composed and released the appeal letter by this time. Discussion ensued. Usually letters of appeal are released in late September or early October. Vanderwood suggested that we talk about a breakfast or lunch event as a replacement. Holt suggested that we continue to send an appeal letter, noting it helps market the Alliance. Carmody affirmed he and his staff could get the letter out next week. The decision was made to send an appeal letter. Carmody will compose.

VI ITEMS FOR ACTION

A. Letter of Approach – Wyoming Public Schools Illustrator Visit

Rynbrandt informed the Board that voting on the request remains open. Final outstanding votes were obtained at the meeting. The result was not to advance the application.

VII ROUND TABLE DISCUSSION

None.

VIII PUBLIC COMMENT

None.

IX CLOSE – NEXT MEETING DATE

The next meeting is scheduled for December 22, 2015. Those present affirmed their desire to maintain that date.

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Rebecca Rynbrandt  
Secretary, Board of Directors