

DWELLING PLACE OF GRAND RAPIDS

BOARD OF DIRECTORS

April 3, 2019

*Approved June 5, 2019*

**MEMBERS PRESENT** Annamarie Buller, David Byers (via phone), Juan Daniel Castro, Francine Gaston, Rich Kogelschatz, Rick Stevens, Marvin Thomas, Larry Titley, Pete VanderVeen, Tommie Wallace, Renee Williams (via phone)

**MEMBERS ABSENT** Thomas Carpenter, Kyle Irwin, Mike McDaniels, LaTarro Traylor

**STAFF AND GUESTS PRESENT** Kim Cross, Rebecca Long, Karen Monroe, Liz Mui, Zoe Post, Steve Recker, Jenn Schaub, Dennis Sturtevant, Stephen Wooden

The meeting was convened at 7:32 AM by Annamarie Buller.

**MISSION MOMENT** The Board members watched a brief video on the MSHDA website of James Frugé, a resident at Herkimer.

**APPROVAL OF** The consent agenda contained the following items:

**CONSENT AGENDA**

1. Board of Directors minutes (03/06/19)
2. Committee minutes:
  - a. Executive Committee minutes (01/08/19)
  - b. Finance Committee minutes (12/19/18)
  - c. Finance Committee minutes (02/27/19)
  - d. Governance Sub-committee minutes (01/15/19)
  - e. Marketing & Development Committee minutes (01/29/19)
  - f. RED & Asset Management Committee minutes (02/11/19)

**Consent agenda for the April 3, 2019 Board of Directors meeting was approved by motion of Pete VanderVeen, supported by David Byers, and carried unanimously.**

**GOVERNANCE  
SUB-COMMITTEE  
REPORT**

Mr. Sturtevant described several items recommended for Board approval by the Governance Sub-committee. The Board gave the following comments, and determined that the Governance Sub-committee will make additional edits and include final drafts in the consent agenda for the next Board meeting.

**Governance Sub-committee description:** No additional edits.

**Board orientation plan:** This index of materials for new Board members should specify which documents from NeighborWorks/BoardSource are included.

**Board job description:** Support was voiced for a 75% attendance guideline for Board meetings; falling short of this expectation would prompt a conversation with the Board Chair. The list of Board responsibilities needs to be cohesive with Governance Policies and clarify whether responsibilities are individual or collective.

**Mentorship Program:** No additional edits.

**Governance policies:** The phrase “community building and engagement” will be removed from the mission until it can be reviewed as part of strategic planning; the

Carvel model will be referenced explicitly under Governing Philosophies; EIG principles will be added to the responsibilities of the Board.

**Board Meeting Assessment Tool:** No additional edits. Concerns specific to Dwelling Place that are not addressed can be identified with the annual survey tool.

**Board Application:** The section regarding volunteering if not selected as a member will be eliminated, the optional demographic questions will be condensed, and Mr. Titley will review the Code of Conduct/Conflict of Interest disclosure statement.

Mr. Sturtevant also presented a list of prioritized areas of expertise and demographics to consider in Board recruitment:

- Real estate development and finance
- Human resources
- Marketing
- Resident/consumer representation (CHDO and NeighborWorks criteria)
- Women
- Latinx

Mr. Sturtevant shared a list of potential Board candidates and recruitment approaches, and encouraged Board members to send any additional thoughts to Mr. Castro for consideration by the Governance Sub-committee.

#### **ANNOUNCEMENTS**

Steve Crandall will be working with the Board on strategic planning throughout May and June; Ms. Post will coordinate dates for two half-day sessions.

Mr. Sturtevant briefly reviewed the results of the Excellence in Governance pre- and post-surveys; further discussion may occur at future meetings.

#### **ADJOURNMENT**

The Board of Directors meeting was adjourned at 9:06 AM by Denny Sturtevant.