

DWELLING PLACE OF GRAND RAPIDS
EXECUTIVE COMMITTEE
November 12, 2019
Committee Approved January 14, 2020

MEMBERS PRESENT Annamarie Buller, David Byers (via phone), Juan Daniel Castro, Francine Gaston (via phone), Rick Stevens

MEMBERS ABSENT Larry Titley, Renee Williams

STAFF PRESENT Zoe Post, Dennis Sturtevant

The meeting was convened at 8:04 AM by Ms. Buller.

APPROVAL OF MINUTES **Minutes of the Dwelling Place Executive Committee meeting of September 10, 2019 were approved by motion of Rick Stevens, supported by Francine Gaston and carried unanimously.**

BOARD SELF-ASSESSMENT A recent NeighborWorks report requested a board self-assessment within the past two fiscal years. As the board did not conduct an assessment this year, the committee discussed the best time and means to conduct one in 2020. The committee created the following timeline:

- April/May: Executive and/or Governance Committee determine which self-assessment to use (BoardSource or otherwise)
- June: Full board completes self-assessment
- September/October: Board reviews results of self-assessment at board retreat

FREQUENCY OF EXECUTIVE MEETINGS The committee has not found it necessary to meet in the same month as a full board meeting, and decided by consensus to convene bi-monthly, effective immediately. Special meetings may still be called if the board needs to act on time-sensitive business.

CEO/EXECUTIVE DIRECTOR PERFORMANCE EVALUATION UPDATE After Ms. Buller presented some quotes from local firms to conduct a CEO performance evaluation, the committee weighed the pros and cons of hiring a firm or keeping the review in-house by using BoardSource materials. Ultimately BoardSource was selected for the 2019 performance review, but the committee recommended considering CEO and board goals when creating a future standard, written process for the next CEO. To prepare the board for the CEO performance evaluation survey, the December board meeting will include 2019 and 2020 CEO goals and the strategic plan.

PROJECT UPDATES **Ferguson:** All environmental testing is done and approval from EGLE is expected by January 15, giving Dwelling Place a month to close with MSHDA. The financial damage due to the delay is being evaluated.
Franklin & Grandville Apartments: Just starting construction this week and expected to be completed end of 2020.
Harrison Park: Nearly complete; lease-up in December.
Pine Ave: Nearly complete; lease-up in January 2020.
Garfield Lofts: All leased up.

Roosevelt Apartments Exercise Park: Following a large work day in October with residents and Republic Services, the park is almost complete. Dwelling Place received a \$5,000 grant from Muskegon Community Foundation and the CLI team will focus on art installation.

Our Westside Story Fundraiser: About \$106,000 raised and lots of representation from community groups.

**CAPITAL CAMPAIGN
UPDATE**

The funding gap for properties under development will likely need to be supplemented by a Dwelling Place's developer fee. However, proposals or letters of intent have been sent to the Frey Foundation, Steelcase Foundation, Wege Foundation, and DeVos Foundations. GRCF is also willing to consider a second grant application for Plaza Roosevelt or Ferguson.

**DECEMBER BOARD
MEETING AGENDA**

Ferguson Update

Mr. Sturtevant will include a memo updating board members.

CEO Evaluation and Goal Setting 2020; Goal setting for Board

Mr. Sturtevant will discuss his list of goals for 2019 and 2020; a copy of the strategic plan will be included in the board packet.

Annual Appeal

Latrishia Sosebee will distribute a copy of the annual appeal to board members and allow them to personalize some before mailing.

**CREATION OF
DWELLING PLACE
ARCHIVE**

A meeting with Gordon Olson and Matthew Ellis will take place this afternoon with some Dwelling Place staff to discuss creating a Dwelling Place archive. Mr. Sturtevant hopes to learn about the process to take and materials to use to create a well-organized set of files to maintain a history of the organization.

ADJOURNMENT

The Executive Committee was adjourned at 9:21 AM by Ms. Buller.