

DWELLING PLACE OF GRAND RAPIDS

BOARD OF DIRECTORS

October 7, 2020

*Approved December 2, 2020*

**MEMBERS PRESENT** Annamarie Buller, David Byers, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Kyle Irwin, Rich Kogelschatz, Angie Sanborn, Gil Segovia, Rick Stevens, Troy Stressman, Lee Nelson Weber, Renee Williams, Troy Zapolski

**MEMBERS ABSENT** Eleanor Moreno

**STAFF PRESENT** Jessica Beeby, Chris Bennett, Kim Cross, David DeVelder, Karen Monroe, Zoe Post, Steve Recker, Justin Rhodes, Jenn Schaub, Latrisha Sosebee, Denny Sturtevant

The board meeting convened via conference call at 7:31 AM.

**MISSION MOMENT** Mr. Sturtevant honored the late Margaret Sellers Walker, a former board member of Dwelling Place in the 1980s who hired Mr. Sturtevant. Ms. Sellers Walker saw the organization through a period of marked financial strain and will be remembered as a person of great public service.

**APPROVAL OF CONSENT AGENDA** The consent agenda for the October 7, 2020 meeting contained the following items:

1. Board of Directors minutes (08/05/20)
2. Committee minutes:
  - a. Executive Committee Minutes (07/14/20)
  - b. Finance Committee Minutes (06/24/20)
  - c. Finance Committee Minutes (07/29/20)
  - d. Governance Committee Minutes (07/21/20)
  - e. Governance Committee Minutes (08/18/20)
  - f. Marketing & Development Committee Minutes (07/28/20)
  - g. RED & Asset Management Committee Minutes (07/13/20)
  - h. RED & Asset Management Committee Minutes (08/10/20)
  - i. Resident Engagement Committee Minutes (06/02/20)
  - j. Resident Engagement Committee Minutes (07/07/20)
  - k. Resident Engagement Committee Minutes (08/04/20)
  - l. Succession Planning Committee Minutes (07/23/20)
  - m. Succession Planning Committee Minutes (08/27/20)
3. Board Portal Policy

Mr. Byers requested a brief discussion on the board portal policy, suggesting that the phrase, “[documents] essential to board governance” be edited to read, “[documents] useful to board governance.” The board agreed to this note, and **the consent agenda for the meeting was approved with noted edits by motion of Annamarie Buller, seconded by David Byers, and carried without objection.**

**GOVERNANCE POLICIES** As part of the annual board calendar, the Governance Committee reviewed and revised the governance policies to reflect minor changes in board structure and other edits.

**At the recommendation of the Governance Committee, approval of the revised governance policies was approved by motion of Rick Stevens, seconded by Francine Gaston, and carried without objection.**

## BOARD ELECTIONS

### Resident Engagement Committee

**Motion to appoint Bill Anderson, Dondrea Brown, Kristin Moretto, Lena Chavis, and Richard Yidana to serve as members of the Resident Engagement Committee was made by Annamarie Buller, seconded by Rick Stevens, and carried without objection.**

### New Board Slate

Ms. Buller has resigned her position as Board Chair but will remain on the board and continue serving on several committees. Mr. Castro has offered to move from his position as Vice Chair and act as interim Chairperson.

**Motion to accept Ms. Buller's resignation and appoint Mr. Castro as interim Chairperson to carry out the remainder of Ms. Buller's term was made by David Byers, seconded by Rick Stevens, and carried without objection.** Discussion about finding a new Vice Chairperson will occur at a later date.

## CLT MEMBERSHIP DOCUMENTS

The Dwelling Place Community Land Trust Board held its inaugural meeting in September. Because the DP-CLT is a membership corporation and Dwelling Place the sole member, the board must ratify the bylaws in a set of resolutions drafted by Orlebeke|Mackraz. Mr. Byers noted several surface edits to be made in the document, which Mr. Sturtevant will present to legal counsel. The edited bylaws will go before the CLT board again for these amendments. **Motion to approve these resolutions with the noted edits was made by David Byers, seconded by Rick Stevens, and carried without objection.**

## REFLECTIONS ON STEVE ROBBINS WEBINAR

Ms. Buller presented the results of the board and staff survey conducted following the DEI webinar with Steve Robbins. The responses were largely positive, with 94% of respondents indicated they were overall satisfied with the event. Desired future topics listed in the comments included racial justice, history of racism in housing, and applying DEI policies to staff and board practices.

The next major step in the DEI Plan will be creating an implementation plan. Each staff department and board committee will brainstorm how to integrate the goals outlined in the plan into their area of Dwelling Place. This feedback will inform the DEI Committee as they develop the work plan.

## OTHER BUSINESS

Since Heather Ibrahim, Co-Director of Community Building & Engagement, manages all commercial leases for Dwelling Place, staff recommended that the board authorize her to sign these leases on behalf of Dwelling Place. **Motion to authorize the Co-Director of Community Building & Engagement to sign commercial leases and renewals on behalf of Dwelling Place was made by David Byers, supported by Lee Nelson Weber, and carried without objection.**

**UPDATES &  
ANNOUNCEMENTS**

**Succession Planning Committee**

Juan Daniel Castro has joined the committee, which met most recently in September for a kickoff meeting with Third Sector. The first phase of the process is a position profile and organizational assessment, which will begin with interviews of each committee member, several individual staff members, and two group calls with the remaining management team members. The second phase, launching the search, will begin January 2021.

**Capital Campaign Funding**

The financing gap for the five projects recently under development-- Harrison Park, Pine Ave, Ferguson, and both Plaza Roosevelt sites--started around \$5 million. About \$2.5 million has been raised to help cover these costs. The Frey Foundation, which previously granted \$100,000 for Harrison and Pine, has invited Dwelling Place to submit a second grant application for Plaza Roosevelt.

Last year, Dwelling Place received \$50,000 from NeighborWorks to develop the CLT; this year an additional \$60,000 has been awarded. Dwelling Place has also received a \$100,000 grant from DGRI.

**NeighborWorks Board Survey**

Dwelling Place is required to complete an annual survey as part of its reporting as a NeighborWorks organization. To ensure information about the board is reported accurately, Ms. Post distributed a survey to each board member. Board members are requested to complete the survey by October 16.

**ADJOURNMENT**

The Board of Directors meeting adjourned at 9:14 AM.