

DWELLING PLACE OF GRAND RAPIDS  
BOARD OF DIRECTORS  
December 2, 2020  
UNAPPROVED MINUTES

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

**MEMBERS ABSENT** Eleanor Moreno, Renee Williams

**STAFF PRESENT** Chris Bennett, Kim Cross, David DeVelder, Julia Ervin, Rebecca Long, Karen Monroe, Zoe Post, Steve Recker, Justin Rhodes, Jenn Schaub, Latrishia Sosebee, Denny Sturtevant, Felisha Rodriguez

Daniel Drent

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

**MISSION MOMENT** The board watched a video of Grand Rapids Poet Laureate and Dwelling Place resident Ericka “Kyd Kane” Thompson performing her piece “Broke(n) Hunger.”

**APPROVAL OF CONSENT AGENDA** The consent agenda for the December 2, 2020 meeting contained the following items:

1. Board of Directors minutes (10/07//20)
2. Committee minutes:
  - a. Executive Committee Minutes (09/08/20)
  - b. Finance Committee Minutes (08/26/20)
  - c. Governance Committee Minutes (09/15/20)
  - d. Governance Committee Minutes (10/20/20)
  - e. Marketing & Development Committee Minutes (08/25/20)
  - f. RED & Asset Management Committee Minutes (09/14/20)
  - g. RED & Asset Management Committee Minutes (10/12/20)
  - h. Resident Engagement Committee Minutes (09/01/20)
  - i. Resident Engagement Committee Minutes (10/06/20)
  - j. Succession Planning Committee Minutes (09/24/20)
  - k. Succession Planning Committee Minutes (10/22/20)

**The consent agenda for the meeting was approved by motion of Francine Gaston, seconded by Annamarie Buller, and carried without objection.**

**BOARD MEMBER ELECTIONS** Ms. Lyons and Ms. Kitchen introduced themselves. Both residents of Muskegon Heights, Ms. Lyons is a resident of Roosevelt Apartments and Ms. Kitchen serves on the Muskegon Heights city council. Both women have been involved with Dwelling Place through the NeighborWorks Community Leadership Institute (CLI). **At the recommendation of the Governance Committee, motion to elect Lela Lyons and Kellie Kitchen to the Board of Directors was made by Annamarie Buller, seconded by Rick Stevens, and carried unanimously.**

**NOTICE OF  
BANKING CHANGES**

The executive committee, on behalf of the board, recently authorized a change in banking, moving accounts from PNC to United Bank. United Bank is a commercial tenant of Dwelling Place, helped with the PPP loan, and will waive a number of fees.

**LARRY BRATSCHE  
AWARD WINNER**

The Larry Bratschie award—so named in honor of longtime board member Larry Bratschie— is awarded once a year in celebration of a Dwelling Place resident that demonstrates outstanding leadership and community building. Starting in September, a committee of residents, staff, and community members reviewed 19 nominations and selected five finalists for an interview. Further evaluation selected a single winner and four honorable mentions.

This year's winner, Herkimer Apartments resident Daniel Drent, discussed his passion for food security and access, particularly in the Heartside neighborhood where he lives. Mr. Drent serves on the board for the Heartside Downtown Neighborhood Association as well as the Heartside Gleaners Program, which provides fresh food access to the neighborhood.

Mr. Drent and the other four finalists will be featured in the Dwelling Place newsletter, website, and social media in upcoming months.

**COVID 19 UPDATE**

Five Dwelling Place staff members and some residents have gotten Covid 19, but the infection rate at Dwelling Place overall has remained low, in part due to the efforts of property management staff. The PPP loan allowed Dwelling Place to retain its staff; the finance department has worked hard to ensure this loan will be forgiven. Tenant receivables are about double what they were last year and cash flow is lower than last year, but Mr. Sturtevant reminded the board that 2019 was the best cash flow year ever for properties. Overall the organization has experienced some financial strain but has remained relatively stable considering the circumstances.

Mr. Recker detailed that Dwelling Place has maintained \$3.9M cash on hand and that several major cash flow items stem from construction loans and pre-development activity funded by Dwelling Place and sponsor loans. Along with some miscellaneous items, Mr. Recker predicts Dwelling Place will end the year with \$5.5-6M in cash, close to the projected amount of \$6.8M.

Lease up for newer properties like Pine Avenue and Harrison Park has been slow due to the pandemic and will likely have credit adjusters around \$150,000; Dwelling Place will likely fund this gap with an increased deferred developer fee. Mr. Sturtevant again stressed that the organization has the resources to achieve its mission.

**PERSONNEL  
MANUAL**

Staff has worked with legal counsel for several months to update the personnel manual, which has been reviewed and recommended by the Executive Committee. **Motion to accept this recommendation and approve the changes was made by Sadie Erickson, seconded by Lee Nelson Weber, and carried unanimously.**

**ANNUAL PLANNING  
SCHEDULE ITEMS**

Mr. Sturtevant reviewed an update on the strategic plan, which was included in the board packet. Dwelling Place has made significant progress on all its five initiatives.

**UPDATES &  
ANNOUNCEMENTS**

**Succession Planning**

The committee continues to meet once a month and has worked with Third Sector to draft a position profile and organizational assessment. The position will be posted starting February 1 with first round interviews to begin April 1. The committee will meet again this month to discuss a communications plan to make this announcement public.

Board members and staff are invited to participate in a video call on Friday morning as part of the “First Fridays” series.

**ADJOURNMENT**

The Board of Directors meeting adjourned at 8:59 AM.