

DWELLING PLACE OF GRAND RAPIDS
JOINT EXECUTIVE & GOVERNANCE COMMITTEES

January 12, 2021

Committee Approved March 9, 2021

MEMBERS PRESENT Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Rick Stevens, Lee Nelson Weber, Renee Williams

STAFF & GUESTS PRESENT Zoe Post, Dennis Sturtevant

Tim Orlebeke, Orlebeke | Mackraz

The meeting was convened via video conference at 8:05 AM by Ms. Erickson.

APPROVAL OF MINUTES **Minutes of the Dwelling Place Executive Committee meeting of November 10, 2020 and the joint Executive/Governance Committee meeting of December 30, 2020 were approved by motion of Annamarie Buller, supported by Francine Gaston and carried without objection.**

JOINT VENTURE RESOLUTIONS The RED & Asset Management Committee met yesterday and recommended approval of 4 joint ventures and requested authorization to submit LIHTC applications for the February submission deadline. **Due to the time-sensitive nature of the matter, Mr. Stevens made a motion to approve submission of these applications, which was seconded by Francine Gaston and carried unanimously.**

REVIEW OF COMMITTEE DESCRIPTIONS Mr. Sturtevant voiced concern about possible redundancy between the Finance and RED & Asset Management Committees and an unnecessary strain on staff to provide similar information to both committees. Ms. Buller suggested a quarterly or twice annual joint meeting of both committees to review essential financial statements and property metrics. Ms. Erickson and Rich Kogelschatz will meet to discuss this and other possible solutions and report back at the next Executive meeting.

The Governance committee description will be updated to clarify that it is to be the sole source of board and committee nominations. The flowchart approved in February 2020 may also be incorporated into the committee description. Committee descriptions and amendments will be added to the next committee agenda.

LEGAL COUNSEL With both Dwelling Place and Orlebeke | Mackraz facing upcoming organizational transitions, the committee considered maintaining the firm as legal counsel following Mr. Sturtevant's departure. Given Mr. Orlebeke's specialized understanding of the organization and in the interest of retaining institutional knowledge, the committee agreed to continue its professional relationship with Mr. Orlebeke.

BOARD PORTAL ACCESS

As board membership changes, access to the board portal will need regular updates. The committee agreed to change the board portal password at least once a year, and more frequently if there are departures from the board. Ms. Post will update the board members of the portal password via US Mail.

REVIEW NEW BOARD MEMBER ORIENTATION PROCESS

New board members are provided with an orientation binder that contains documents identified in the Board Orientation Plan. Currently, Mr. Sturtevant provides an initial introduction to the organization using this binder. In the future, this task will fall to board mentors, who will be careful not to overburden the new members with too much information at once. The committee noted that open conversation about the documents in the plan is more important for orienting new board members than the documents themselves are. The committee identified the following mentors for new board members:

- Annamarie Buller — Lela Lyons
- Sadie Erickson — Kim Sims
- Francine Gaston — Kellie Kitchen

APPOINTMENTS TO FILL VACANCIES ON DWELLING PLACE CLT BOARD

There are currently two vacancies on the Dwelling Place CLT board to be filled by Dwelling Place appointees. The committee identified Doretha Ardoin as a possible board member. Ms. Weber will approach Ms. Ardoin to see if she is interested in board service. **Recommendation to recruit and appoint Ms. Ardoin to the CLT Board of Directors was approved by motion of Annamarie Buller, supported by Francine Gaston, and carried unanimously.**

FEBRUARY BOARD MEETING AGENDA

- Mission Moment
- Consent agenda
- Appointment of Kim Sims to the Board
- Officer Elections for Vacancies
- Annual Calendar Review Items
- Board committee opportunities

OTHER BUSINESS

At the suggestion of the Marketing & Development Committee, the joint committees recommend that the board approve Abby Cribbs as a new Marketing & Development Committee member.

ADJOURNMENT

The Executive Committee adjourned at 9:44 AM.