

DWELLING PLACE OF GRAND RAPIDS
BOARD OF DIRECTORS
February 3, 2021
UNAPPROVED MINUTES

MEMBERS PRESENT Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Kyle Irwin, Kellie Kitchen, Rich Kogelschatz, Gustavo Rotondaro, Angie Sanborn, Gil Segovia, Kim Sims, Rick Stevens, Troy Stressman, Lee Nelson Weber, Renee Williams

STAFF PRESENT Chris Bennett, Kim Cross, David DeVelder, Rebecca Long, Karen Monroe, Zoe Post, Justin Rhodes, Jenn Schaub, Latrisha Sosebee, Denny Sturtevant

The board meeting convened via conference call at 7:30 AM.

MISSION MOMENT The board watched a video featuring the many community gardens of Dwelling Place. Mr. Castro also recognized Ms. Buller for her years of service at Dwelling Place as a resident, volunteer, staff member, and board chair. A Derrick Hollowell piece depicting a Heartside cityscape was presented as a thank you.

APPROVAL OF CONSENT AGENDA The consent agenda for the February 3, 2021 meeting contained the following items:

1. Board of Directors minutes (12/02/20)
2. Committee minutes:
 - a. Executive Committee Minutes (11/10/20)
 - b. Executive/Governance Joint Committee Minutes (12/30/20)
 - c. Finance Committee Minutes (10/28/20)
 - d. Finance Committee Minutes (12/09/20)
 - e. Governance Committee Minutes (11/17/20)
 - f. Governance Committee Minutes (11/24/20)
 - g. Governance Committee Minutes (12/15/20)
 - h. Marketing & Development Committee Minutes (10/27/20)
 - i. RED & Asset Management Committee Minutes (11/09/20)
 - j. Resident Engagement Committee Minutes (11/03/20)
 - k. Resident Engagement Committee Minutes (12/01/20)
 - l. Succession Planning Committee Minutes (11/19/20)

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

NEW BOARD MEMBER ELECTION AND COMMITTEE-AFFILIATE BOARD APPOINTMENTS

Mr. Rotondaro and Ms. Sims introduced themselves; Mr. Rotondaro brings with him expertise in research and data access, and Ms. Sims a knowledge of community outreach and public service.

At the recommendation of the Governance Committee, motion to elect Gustavo Rotondaro and Kim Sims to the Board of Directors, Abby Cribbs to the Marketing & Development Committee, and Doretha Ardoin to the Dwelling Place Regional Community Land Trust Board was made by Annamarie Buller, seconded by Rick Stevens, and carried unanimously.

**OFFICER ELECTIONS
FOR VACANT
POSITIONS
THROUGH JUNE
2021**

The following slate was proposed to fill vacant officer positions through the remainder of the term ending in June 2021:

Renee Williams - Vice Chairperson
Sadie Erickson - Treasurer and Finance Chairperson
Lee Nelson Weber - Secretary

Motion to approve the slate was made by Annamarie Buller, seconded by Francine Gaston, and carried unanimously.

**MARKETING PLAN
OUTCOMES AND
APPROVAL OF 2021
MARKETING PLAN**

As part of the strategic plan, the board and staff of the Marketing & Development Committee developed a marketing and fundraising plan. Ms. Sosebee highlighted several outcomes of 2020: a successful naming contest for the new Plaza Roosevelt apartments, the debut of First Friday staff and board calls, four new billboards, and 49 new donors. The 2021 plan builds on these outcomes and will center around Mr. Sturtevant's retirement and the hiring of a new CEO. **Motion to adopt the 2021 Marketing and Fundraising Plan was made by Annamarie Buller, supported by Rick Stevens, and carried unanimously.**

**ANNUAL PLANNING
SCHEDULE ITEMS**

Review of Mission and Bylaws

Mr. Stevens proposed incorporating diversity, equity, and inclusion work into the Dwelling Place values statement. This will be discussed at the next Executive Committee meeting.

Conflict of Interest Disclosure Update

Board members are required to complete a conflict of interest form annually; the form is part of the board packet and is available on the board portal.

Review of Signing Authority for Financial Accounts

Signing authority is generally limited to Dwelling Place officers: CEO Denny Sturtevant, CFO Steve Recker, and COO Kim Cross. Additional signing authority is given on a limited basis to the Finance Committee Chair and Board Chair for some financial accounts

Review Board and Committee-Affiliate Board Appointments

All board members are asked to serve on at least one board committee, and Dwelling Place also has a number of affiliated boards on which board members may serve. Board members may contact Mr. Sturtevant or Ms. Post for committee descriptions and information.

Mr. Stevens also noted that board terms are skewed, with 5 set to end in 2022, 7 in 2023, and 2 in 2024. The Governance Committee will discuss this at its next meeting.

OTHER BUSINESS

Succession Planning

The CEO position profile has been posted and the Succession Planning Committee has met with Tony Comden of Miller Johnson to discuss hiring and interviewing details. First and second round interviews have been scheduled for April. Mr. Kogelschatz will send the position announcement to all board members.

Board Committees List and Contact Information

Ms. Post will update contact information and board committee lists per the annual scheduling calendar. Board members are requested to fill out the contact information survey, available on the board portal.

Strategic Planning Process Discussion 2022-2025

In recent years the board has hired a consultant to assist with developing a strategic plan, which is kept short for ease of use. The board will wait until the second half of 2021 to begin the 2022-2025 strategic plan to include the new CEO in the discussion.

UPDATES & ANNOUNCEMENTS

- NeighborWorks will conduct their triennial evaluation of Dwelling Place in June and will review all aspects of the organization before giving a rating that will affect future NeighborWorks funding.
- Board members are invited to attend the First Friday board and staff call on Friday the 5th at 9:00AM. This call will feature a panel discussion with long-term board members.
- HUD has approved three grants totalling over \$489,000 to help fund permanent supportive housing programs at Verne Barry Place, Commerce Courtyard, and Ferguson Apartments.
- The next board meeting will include a report on the Dwelling Place Community Land Trust, which has recently applied for a \$600,000 grant from Spectrum Health.

ADJOURNMENT

The Board of Directors meeting adjourned at 9:00 AM.