

**THE PONTIAC SCHOOL DISTRICT PROMISE  
ZONE AUTHORITY BOARD**

**August 17, 2023  
12:30 PM  
1500 University Dr.  
Auburn Hills, MI 48326**

**BOARD MEETING MINUTES**

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<b>Meeting called by:</b>	<b>Teresa Rodges</b>	<b>Type of meeting:</b>	<b>Regular Meeting</b>
<b>Meeting Chair:</b>	Teresa Rodges		
<b>Note Taker:</b>	H. Bill Maxey/C. Moulder		
<b>Please read:</b>	June 15, 2023, Minutes, Finance Report Documents		

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**AGENDA ITEMS**

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<b>Topic</b>	<b>Presenter</b>
✓ Call to Order: 12:32pm	Teresa Rodges
✓ Roll Call	H. Bill Maxey
Present: Teresa Rodges, Christopher Northcross, Henry Knight, Lon Bone, Jose Aliaga, Nellie La Garde, Mary Schusterbauer, Kaino Phillips, H. Bill Maxey	
Excused Absence: Tim Meyer	
✓ Approval of the August 17, 2023 Agenda, moved by Lon Bone, Second by Kaino Phillips; Motion carried.	
✓ Approval of the June 15, 2023, Minutes, moved by Lon Bone, Second by Christopher Northcross; Motion Carried.	

Adjournment: 2:27pm

**Chairperson Executive Report**

**5 mins**

- Executive Board Leadership Nominations
  - Chair, Vice Chair, Secretary, and Treasurer positions are up for re-election. A Nomination form will be created and sent to the board members for the upcoming board meeting. Terms are up, if interested and coming off the board we need to vet new board members; and if there are individuals that are interested in joining the board, please make recommendations. Add the descriptions to the email for board members
    - Annual report for Oakland University Report for the work for PPZ and hard work with PPZ and community events
    - Focusing on the collaborative opportunities between different programs across Pontiac/OU/Ascend/PCIP etc.
- Discussion regarding Goal 1 of strategic planning to include the succession planning/policy and procedures to encompass the updating of the bylaws. Kaino wants to push back on creating new bylaws to move forward with terms; Nellie

recommends that we create an advisory board to help the board in the future; enough time is needed to make sure all is in order.

- Brief Introductions of new coordinators Derinda Shaw, Raymond Wiggins

### **Executive Director Report**

**5 mins**

- Scholarship Update

### **Treasurer Report**

**10mins**

- IRS penalty update

Motion: Chris moves to engage a CPA firm to pursue an abatement for the late penalty for the filing for 990 form for 2022. Second Kaino Phillips. Opposed by Mary Schuestebauer and Henry Knight. Motion Carried.

Motion: Kaino moves that Mr. Majors as recommended by George Pitchford to abate the 990 penalty. Second by Mary Schusterbauer. Motion carried. Christopher Northcross and Henry Knight opposed.

Discussion: Mr. Northcross has not met with Mr. Brazeal to solidify the amount of money to abate the fee.

- Financial Budget Review
  - Marketing committee has to complete the missing items in the budget template.
  - Insurance rates may change with our insurance company
  - Reviewed the spreadsheets

Report to Accept and File.

### **Committee Reports**

- ❖ Personnel Committee Reports 2 mins
  - Strategic Planning Report Goal 1: Board/Staff Development
- ❖ Marketing Committee Reports 2 mins
  - Strategic Planning Report Goal 2: Marketing/Communicating
  - Ecommunity Outreach Sponsorship

Motion: Lon move to support \$1000.00 to E-community outreach, second by Henry Knight; motion carried.

Motion: Mary moves to support the Pontiac Alumni Foundation for \$1500.00, second by Christopher Northcross; motion carried.

Motion: Mary moves that any requests in general requests need to be shared with the Executive Director and the board chair; then it will be forwarded. Second by Nellie LaGarde. Motion Carried. Bylaws committee will make sure to put it into procedures.

- ❖ Partnering/Collaborating Report 2 mins
  - Strategic Planning Report Goal 3: Partnering/Collaborating

✓ Old Business/New Business **7 mins**

✓ Board Member Open Comments **10 mins**

- ✓ Confirm Next Meeting –Thursday, September 21, 2023, OU West Auburn Hills, MI  
12:30pm – 2:30pm