

KALAMAZOO COUNTY ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

MEETING DATE: Thursday, April 23, 2009
PLACE OF MEETING: County Administration Building
ANNUAL MEETING MINUTES

Present were: Marc Hatton, Robert Barnard, Thell Woods, Clare Annen, Ken Peregón, Julie Rogers, Ruth Blake, Matthew VanDyk, Art Hoekstra
Absent: Larry Baumgart, Katrina Schuur
Ex-officio: George Cochran, Kalamazoo Township
Staff Support: Lotta Jarnefelt, David Artley, Jeff Hawkins (consultant)
Recording Secretary: Tracy Free
Guests for presentations: Portage - Chris Forth, City of Portage and Developer Gordon Groves. DKI – Ken Nacci, CEO DKI: James Dally, CEO of Mavcon; Steve Diesler, DKI; and Steve Sielatycki, Attorney for Mavcon.

- I. Meeting called to order – by Chair Mr. Woods at 4:04 PM
- II. Staff Report None to report.
- III. Officer Election – Chair, Vice Chair and Secretary-Treasurer.
Clare Annen made a motion to elect Thell Woods as Chair, Julie Rogers as Vice Chair, and Clare Annen as Secretary-Treasurer. Ken Peregón seconded the motion. The motion carried unanimously 9-0 vote.
- IV. “Policies/Procedures” – Overview of Handout
 - 1) Citizens Time-
 - a) 4 minutes per person
 - b) It is a time for the public citizen to say what they want to say
 - 2) Consent Agenda
 - a) Items that come before a body that require no debate and are generally approved without opposition.
 - 3) Attendance
 - a) Members are to be on time and present at all meetings
 - b) Members should advise staff in advance is going to be absent
 - 4) Chair / Vice Chair
 - a) The Chair of the EDC will serve as Vice Chair of the BRA
 - b) The Chair of the BRA will serve as Vice Chair of the EDC
 - 5) Executive Committee
 - a) Is a standing committee of the EDC/BRA
 - b) Committee consists of the Chair of the EDC and the Chair of the BRA plus 3 other members of the EDC/BRA with an alternate member to attend in the absence of any of the first five noted.
 - c) Meeting will be during the 2nd week of the month.

- d) Purpose of Committee
 - 1. Setting the meeting agendas for EDC and BRA
 - 2. Agreeing on the Consent Agendas
 - 3. Serve as a sounding board for the EDC/BRA staff
 - 4. Considering items on behalf of the BRA/EDC in between meetings and other activities
 - 5. Initial Activity will be to create an orientation packet for new members of EDC/BRA and to mentor new members.
- 6) Finance and Projects Committee
 - a) Will meet the first week of the month (May not meet every month)
 - b) The purpose of the committee is vetting of new concepts or activities, review BRA/EDC finances as is necessary including invoices, reviewing funding/ assessment requests, performing such work as the Technical Committee did in 2007/2008
- 7) Media PR Committee
 - a) Has a new Chair
 - b) Will meet as necessary
 - c) Purpose is to promote knowledge and understanding of the BRA and EDC.
- 8) Members of the Executive Committee, Finance and Projects Committee, PR Media Committee:
 - a) Executive Committee: BRA Chair, EDC Chair, Marc Hatton, Matt VanDyk, Ruth Blake & staff
 - b) Finance and Projects Committee: (One of the) Chairs, Clare Annen, Ken Peregon, Larry Baumgart, and Rob Barnard & staff
 - c) Alternative for both Committees: Katrina Schuur
 - d) PR Media Committee: Katrina Schuur, Chair, vacant, vacant & staff

Policies and Procedures acceptance: Julie Rogers made a motion to accept the Policies and Procedures. Marc Hatton seconded the motion. The motion carried unanimously 9-0 vote.

- V. Standing Committees –
 - A. Executive Committee / Meet in 2nd week of the month
 - B. Finance and Projects Committee/ Meet in 1st week of the month - David
- VI. Board Member Comments
 - A. Call alternate if you miss meetings
- VII. Citizens Comments
- VIII. Adjournment: Thell Woods made a motion to adjourn the meeting at 4:20. Robert Barnard seconded the motion. Passed unanimously.