Michigan City Community Enrichment Corporation
Mayor’s Conference Room, City Hall
Regular Meeting April 10, 2019

Call to Order: The meeting was called to order by Vice President George Kazmierczak at 5:00 p.m.
Roll Call: Present — Vice President George Kazmierczak, Secretary/Treasurer Steve Janus, Jack Van Etten, Jo Ann Engquist and Connie Anderson. Absent were Chris Carter, Bret Cox and David McCray. Also, in attendance was Board Attorney Mary Lake. A quorum was reached. Due to a challenge by a Board Member as to Susan Webster’s eligibility to be both a Board Member and the Administrative Assistant her reappointment to the MCCEC Board by Mayor Ron Meer is being held until the City Attorney and the Board Attorney have time to review the matter so Susan Webster is present as Administrative Assistant only. The matter will be further discussed in the Attorney Update.

Jack Van Etten nominates Jo Ann Engquist as Vice President, seconded by Steve Janus, no other nominations. Jo Ann Engquist elected Vice President.
George Kazmierczak nominates Steve Janus to serve as Secretary/Treasurer. Seconded by Connie Anderson, no other nominations. Steve Janus elected to continue serving as Secretary/Treasurer.
Officers serve for a one year term. Next election will be at our April 8, 2020 Board Meeting.

Approval of Minutes: The Minutes for the March 13, 2019 Board Meeting were distributed by email to the Board Members previously and paper copies were distributed to the Board Members present at the Board Meeting. Since George Kazmierczak and Jo Ann Engquist were not present at the March meeting they abstained on voting to approve the Minutes. Due to a lack of a quorum at this meeting the Minutes will be tabled until the May Board Meeting.
Financial Statement: Treasurer Steve Janus presented the Harbour Trust March Statement of Account. Beginning balance was $673,017.74. Disbursements included $430.00 for Administrative Assistant Susan Webster, Attorney Fees paid to Mary Lake in the amount of $3,211.00. The Administrative Expenses for Harbour Trust for the month of March was $140.21. Disbursements for the Grant Awards totaled $633,610.00. Total disbursements were $637,391.21. Investment Income totaled $852.71, Investment Change was 0.00. Ending balance was $36,479.24. Motion to accept the Financial Statement was made by Jo Ann Engquist and seconded by Connie Anderson. All in favor. Accepted as presented.

Claims: Three claims were presented for payment. A claim for printing the Banquet Programs by The Beacher for $10.81 that was paid for by Susan Webster on March 26, 2019 was presented. Motion by Jo Ann Engquist to pay Susan Webster, seconded by Steve Janus. Motion passed. The Invoice for Administrative Assistant Susan Webster for $240.00 was presented for payment. Jack Van Etten moved to pay, seconded by Steve Janus, motion passed. The Invoice for Blue Chip Casino Hotel & Spa Grant Awards Banquet was submitted for $3738.52 for payment. Steve Janus moved to pay, seconded by Connie Anderson, motion passed.

Attorney Update: Attorney Lake stated that there has been no response regarding the matter with the IRS Statement as of this date. Attorney Lake discussed the matter of Board Member Susan Webster being paid as the Board’s Administrative Assistant. It is allowed in our By-Laws however a complaint was made to the Mayor’s Office that it may be unethical. An email from Michigan City City Attorney Amber Lapaich was sent to Attorney Lake and copied to Susan Webster and was discussed by the Board. Attorney Lake stated that as long as Susan Webster abstains on voting on the Invoices she presents to the Board for payment that matter will be resolved. No vote needs to be taken to agree on this resolution but Susan Webster will be sure to abstain at future Board Meetings.

New Business: President George Kazmierczak asked about the new Resolution of Officers for the new officers elected today. Susan Webster will prepare it, the President will then sign it in front of a notary and deliver it to Harbour Trust.
President Kazmierczak will discuss with the City Clerk the terms of the Board Members as listed on the City website to make sure they are correct. The Social and Learning Institute, Inc. submitted paperwork to change their organization name and Susan Webster showed it to Attorney Lake to make sure it is submitted correctly before the MCCEC changes their records. She said it was correct so Ms. Webster will change the name to the new name.

Old Business: The Board discussed the Awards Banquet held on March 27th and how the evening was probably the nicest Banquet we have ever had. Comments were made about how the organizations were complimenting each other and the recipients shared with us what their programs or projects are about and how much our grant awards mean to them. Two thank you notes were received in the mail, from the Youth Service Bureau and the Open Door Community Alliance Adolescent Health Center which Ms. Webster shared with the Board Members.

Quarterly Reports: The Salvation Army stated in their 4th Quarter Grant Narrative that they spent approximately $4,000.00 on supplies for their next grant cycle of their Men’s Homeless Shelter which the majority of the Board had no problem with even though that was not an expense listed in their 2018-2019 Grant Application. Attorney Lake will prepare a letter to be sent to the Salvation Army regarding their grant award spending. She will also prepare a letter to the State Board of Accounts regarding the Quarterly Reports violating the grant contracts signed by organizations and whether their expenses need to follow the requests of their grant applications.

The Board discussed The Trinity Episcopal Church grant application for their Food Pantry Enhancements which has an unspent balance of $390.80. Steve Janus moved to request the balance be returned to the MCCEC, seconded by Jack Van Etten. Motion passes. Attorney Lake will prepare a letter to the Trinity Episcopal Church regarding returning this amount to the MCCEC.

The Young People’s Theater Company, Inc. has an unspent balance of $98.78 for their Production Expansion project. Since the amount is less than $100.00 Attorney Lake will compose a letter letting them know they don’t need to return the balance but they need to put it towards the project to spend at another time.
Attorney Lake will prepare a letter to the Friends of Barker Civic Center regarding the $2000.00 grant award for the 2018-2019 grant cycle. The Board has discussed this matter regarding the only invoice they presented that was spent on their Handicap Accessibility Improvements was dated in October 2017 which was prior to the grant even being awarded. They will need to return the $2,000.00 grant award to the MCCEC.

The Board discussed the invoice provided by the Social and Learning Institute, Inc. Quarterly Report that they spent the $10,000.00 grant award towards vans that will be delivered in September 2019 which the Board had approved the spending for.

Board Comments: Connie Anderson stated that she is looking forward to serving on this Board.

Next Board Meeting: Wednesday, May 8, 2019 at 5:00 pm.

Adjournment: Motion made by Jo Ann Engquist to adjourn meeting at 6:35 pm, seconded by Jack Van Etten, all in favor.