

Michigan City Community Enrichment Corporation
Blue Chip Casino & Spa
Regular Meeting, July 14th, 2021

Call to Order: The meeting was called to order by President George Kazmierczak at 5:01 p.m.

Roll Call: Present - President George Kazmierczak, Vice President Chris Carter, Secretary/Treasurer Steve Janus, Bret Cox, Connie Anderson, Pete Xidias, Kenny Fly, Candice Nelson and Sue Webster. Also in attendance was Board Attorney Mary Lake. A quorum was reached. Guests included Stephanie Oberlie and Brian Merrill representing Harbour Trust Investment Management Company.

Stephanie and Brian made a presentation describing our portfolio investments and disbursements patterns in the past year. As we all know, the year of the pandemic has impacted everything in our financial world. We can expect to have 0.01% interest rate in the next year. Harbor Trust is very conservative with investments. They gave us our financial goals update. A printout including our Account Profile and Seeing the Whites of Inflation's Eyes Quarterly Review 2021. Stephanie answered the Board's questions regarding instead of having a one-time issue of all grant awards in March every year the Board will discuss and decide if we want to start awarding grant awards in multiple times of the year, as needed for the grant recipients to fund their programs. There will be no fees for issuing multiple checks to each organization however they will need time to process these checks so they cannot be asked to process the checks immediately. Harbour Trust only purchases negotiable CD's so if they need to withdraw money from a CD there will be no fee required.

Approval of Minutes: Due to a lack of quorum of Board Members in attendance at the June Board Meeting the May 12th Meeting Minutes were approved at this meeting. A motion was made by Bret Cox for approval, seconded by Candice Nelson. Steve Janus and Kenny Fly abstained. All others present voted in favor. Motion passes. Motion made by Steve Janus to approve the June 9th Minutes as presented, seconded by Pete Xidias. Bret Cox and Chris Carter abstained. All others in favor. Motion passes.

Financial Statement: Secretary/Treasurer Steve Janus presented the Harbour Trust June 2021 Financial Statement. Beginning balance was \$27,980.00. There was a deposit from the NCCAA for \$2,441.32 for a return of unspent grant award of the Children's Vision Screening previous grant cycle. Disbursements included \$160.00 for the Administrative Services for Susan Webster and a disbursement for \$20.81 for an ink cartridge for Susan Webster. Administrative Expenses were \$10.00. Total Investment Income was thirty cents. Investment change was \$0.00. Ending balance for June 2021 was \$30,230.81. Bret Cox moved to accept the statement as presented. Seconded by Connie Anderson. All in favor.

Claims: President George Kazmierczak presented three claims for payment. The Invoice for Administrative Assistant Susan Webster for \$210.00 for Administrative Services. Connie Anderson moved to pay, seconded by Candice Nelson. Susan Webster abstained. All others in favor, Motion passes. An Invoice was submitted by Catalyst Marketing for the Annual Web Site Hosting for \$360.00 and Annual SSL Certificate and Installation for \$150.00 for a total of \$510.00. Motion to accept and pay made by Chris Carter. Seconded by Pete Xidias All in favor, motion passes. Chris Carter moved to table a claim from Somerset/Rowley CPA's until the August Meeting, Seconded by Connie Anderson. All in favor. Board President George Kamzierzak will contact them regarding questions and concerns the Board Members have regarding the charges included on an Invoice dated April 30th that pertain to the 2019 IRS Form 990.

Attorney Update: Mary Lake discussed the change in Indiana Law as of July 1st that meetings can be attended in person or virtually. Attorney Lake had prepared a Resolution regarding virtual attendance but stated that this is already covered in our By-Laws in Section 10. Board Members discussed this and decided that our existing By-Laws are sufficient and no update would be needed.

During the Attorney update Board President George Kazmierczak explained that in 2016 the Board voted to change the Annual Meeting to April so that the officers would stay in their position thru the grant cycle.

Our grant cycle is April 1st thru March 31st of the next year. Attorney Jennifer Koethe prepared the paperwork to update these changes in the By-Laws.

Pete Xidias made a motion that Attorney Lake prepare Powers of Attorney for herself and Treasurer Steve Janus which will authorize either of them to conduct business with the IRS on behalf of the Michigan City Community Enrichment Corporation specifically for the 2019 and 2020 Taxes.

Old Business: The Board discussed the Quarterly Reports regarding unspent 2020-2021 Grant Awards that were given extra time to spend or return the funds. The Youth Service Bureau had previously been given until June 30th to spend the remaining funds of \$4,471.00 for their "Kids on the Block" program and they have submitted the Quarterly Report showing all the funds are spent. The Footlight Players have until September 30th to spend their grant award of \$1,500.00 for a Summer Youth Workshop. They have emailed MCCEC and will be submitting the Quarterly Report. They also issued a press released published in the LaPorte County Herald-Dispatch on July 6th describing the workshop they held which was made possible by our grant award.

The June 2021 Quarterly Report from all Grant recipients were due by June 30th. Paladin, Inc. emailed a request to change their \$10,000 Grant Award for this grant cycle on June 21st. The Administrative Assistant forwarded the request by email to all Board Members on the same day. Paladin, Inc. was requesting changing their grant award to cover preschool aged programs rather than programs for the 6-10 year olds participating in the summer camp. We needed a majority of the Board Members to respond but only one did. After three days President George Kazmierczak instructed the Administrative Assistant to email Paladin, Inc. and let them know

their request would need to be discussed at the next Board Meeting on July 14th. The Board discussed their request and it was the consensus of the board to allow them to expand their program to cover preschool aged participants. The Administrative Assistant will notify them of this decision.

The Soul Steppers Drill Team, Inc. submitted their Quarterly Report with a copy of their bank statement showing expenses that were paid with the grant funds circled on the statement. The Administrative Assistant will notify them that the receipts for the expenses totaling \$2,290.90 will need to be submitted in their report.

Homeward Bound, Inc. requested in their grant application to provide 1st months rent to those meeting their qualifications with their \$10,000.00 grant award. They asked the MCCEC Board if they could adjust this request to provide supplemental rental payments to help these individuals remain in their homes. The Board discussed and will allow Homeward Bound to supplement rents as needed. This grant award can only be used on rent though. An email will be sent to them by the Administrative Assistant letting them know of the Board's decision.

Reins of Life, Inc. submitted their June Quarterly Report for their Horse Care program however included an invoice for veterinary services that were provided in February 2021. This is in the previous grant cycle so we will need for them to remove the statement of \$778.50 from the June Quarterly Report. The Administrative Assistant will unlock their report and ask that they remove this expense.

One Quarterly Report that was submitted on time had to be reopened due to entering \$1.00 as an expense instead of \$0.00. It has not yet been resubmitted. Two June Quarterly Reports have not been received. They are Junior Achievement serving LaPorte County Indiana who received \$5,000.00 and the Stepping Stone Shelter for Women, Inc. Stepping Stone is consistently late in submitting their reports and received \$70,000. The Board is very concerned about this and the Administrative Assistant will draft an email to send to them regarding the Grant Contract they sign every year covering the importance of submitting these reports on time. She will send a draft to George Kazmierczak and Mary Lake after written for their comments or changes to be made.

Site Visits were discussed and several Board Members are interested in visiting grant recipients for informational purposes.

In June the Salvation Army had requested by email to attend our July Board Meeting to present us with a certificate and thank you for awarding them grants for their programs. The Board discussed and decided that we would not allow grant recipients to attend our meetings to thank us for awarding them grants. On June 22nd the Administrative Assistant emailed Rebecca Simmons and asked her to mail the certificate instead however it has not been received as of this date.

New Business: The Washington Park Zoo Director and Park Superintendent will be invited to our August 11th Board Meeting for a review of the \$100,000.00 award they received last year and to receive a check for this year's award. The Administrative Assistant will invite Jamie Huss and Ed Shinn to attend our meeting.

Board Comments: Bret Cox announced that he will reserve this room for our next Board Meeting. Candice Nelson thanked Attorney Mary Lake for sending her the By-Laws. Kenneth Fly apologized for sending out an email to the Board Members that was negative in nature regarding a request by a grant recipient. He said he was having a stressful day and when he read an email that was forwarded to the Board Members by the Administrative Assistant he responded immediately. One response email was sent from a phone number and without including the name of the sender. A few additional emails were sent in response. Kenneth Fly apologized for his emails and Connie Anderson accepted his apology and apologized for not including her email or name in the response. Pete thanked everyone with their open talking like a think tank type of Board.

Next Board Meeting: Wednesday, August 11th, 2021 at 5:00 pm. It will be held at the Blue Chip Boardroom.

Adjournment: Motion made by Pete Xidias to adjourn meeting at 7:15 pm., seconded by Steve Janus. All in favor. So adjourned.

Submitted by Susan Webster.