

Michigan City Community Enrichment Corporation  
Blue Chip Casino & Spa  
Regular Meeting, August 11th, 2021

Call to Order: The meeting was called to order by President George Kazmierczak at 5:09 p.m.

Roll Call: Present - President George Kazmierczak, , Secretary/Treasurer Steve Janus, Bret Cox, Connie Anderson, Kenny Fly, Candice Nelson and Sue Webster. Absent were Vice President Chris Carter and Pete Xidias. Also in attendance was Board Attorney Mary Lake. A quorum was reached.

Washington Park Zoo Director Jamie Huss and Michigan City Park Superintendent Ed Shinn were invited to this meeting however will be attending the September 8<sup>th</sup> Board Meeting instead.

Approval of Minutes: Board Members discussed the July 14<sup>th</sup>, 2021 Meeting Minutes provided to them by email. Motion made by Bret Cox to approve the Minutes as presented, seconded by Connie Anderson. All in favor. Motion passes.

Financial Statement: Secretary/Treasurer Steve Janus presented the Harbour Trust July 2021 Financial Statement. Beginning balance was \$30,230.81. Disbursements included \$210.00 for the Administrative Services for Susan Webster and a disbursement for Catalyst Marketing Innovations, LLC for Annual Website Hosting and SSL Certificate and Installation for \$510.00. Administrative Expenses were \$10.00. Total Investment Income was thirty cents. Investment change was \$0.00. Ending balance for July 2021 was \$29,501.11. Sue Webster moved to accept the statement as presented. Seconded by Connie Anderson. All in favor. Motion passes. Secretary/Treasurer Steve Janus deposited a check from Blue Chip Casino in the amount of \$316,762.73 on July 29<sup>th</sup> which was not included on this statement.

Claims: President George Kazmierczak presented two claims for payment An invoice was submitted for Administrative Assistant Susan Webster for \$180.00 for Administrative Services. Steve Janus moved to pay, seconded by Kenny Fly. Sue Webster abstained. All others in favor, Motion passes. An Invoice was submitted by Attorney Mary Lake for the months covering April thru July, 2021 for \$2,844.00. Motion to accept and pay made by Bret Cox, seconded by Connie Anderson. All in favor, motion passes. The Board Members continued the discussion regarding the Invoice for the Rowley & Company/Somerset for \$620.00 for two different items. Steve Janus moved to pay the \$150.00 for the Preparation of the Forms 1096 1099's for 2020 and the \$470.00 to be tabled until the September Meeting, Seconded by Bret Cox. All in favor. Motion passes. Attorney Mary Lake will prepare a letter and send to Chair Kazmierczak who will deliver the \$150.00 check and letter to the Rowley & Company/Somerset Offices in Michigan City. The letter will discuss the questions and concerns the Board Members have regarding the charges included on an Invoice dated April 30<sup>th</sup> that pertain to the 2019 IRS Form 990 for \$470.00. As of their July 27,2021 Invoice Rowley & Company/Somerset is now known as Somerset CPAs and Advisors.

Attorney Update: Mary Lake emailed the IRS Form 2848 to the Board Members that she prepared and filed for herself and Treasurer Steve Janus to 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. The document was signed by Attorney Lake, Treasurer Steve Janus and Board President George Kazmierczak.

Old Business: The Footlight Players have until September 30<sup>th</sup> 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 are the only remaining organization with unspent funds from our 2020-2021 grant cycle.

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 emailed them that the receipts for the expenses totaling \$2,290.90 will need to be submitted in their report.

Reins of Life, Inc. had submitted their June Quarterly Report for their Horse Care program however which included an invoice for veterinary services that were provided in February 2021. This is in the previous grant cycle so they removed the \$778.50 from the expenses included in the June Quarterly Report and resubmitted it.

Junior Achievement serving LaPorte County Indiana who received \$5,000.00 submitted their June Quarterly Report on July 24<sup>th</sup>. They spent \$3,160.00 on program supplies.

The Stepping Stone Shelter for Women, Inc. submitted their June Quarterly Report today, August 11<sup>th</sup>. They received a grant for \$70,000. In this Quarter they spent \$17,271.30. Payroll accounted for \$17,239.12. We discussed that their Quarterly Reports Stepping Stone submits are consistently late. is consistently late in submitting their reports. This report needs to be reopened for some needed documents. The Administrative Assistant Susan Webster will email the director Nanda Danitschek about resubmitting the report for the corrections to be submitted and also letting her know how concerned the Board is that since she has been the director the majority of the Quarterly Reports have not been submitted on time.

New Business: The Board discussed dates for the new 2022-2023 Grant Cycle. The Grant Applications will be available on line beginning Monday, September 20<sup>th</sup> at 9:00 am CST, The deadline for submitting the grants will be Tuesday, November 30<sup>th</sup> at 11:59 pm. CST. No grant applications can be submitted after that date. The Grant Writing Workshop is scheduled for Tuesday, September 28<sup>th</sup> with registration from 5:30 to 6:00 pm and the workshop from 6:00-7:00 pm. The Administrative Assistant will contact the Mayor's office to reserve the EOC for the workshop. At our September meeting the Board will discuss other items such as sending out grant award checks for organizations that spend their grants later in the grant cycle. was also mentioned that the Board can check the 501(c)(3) status of organizations submitting grant

applications on the IRS website. Sue Webster explained many grant cycle duties the Board Members have and will continue this discussion next month as well.

The Board will discuss interviewing CPA's for our Board needs beginning in January 2022 at our October 13th meeting. Susan Webster will review what we paid the current CPA in the past year.

Bret Cox announced that he will reserve a room for our next Board Meeting and we all appreciate his providing us with a place for our meetings.

Board Comments: Candice Nelson would like for us to discuss putting a cap on the grant awards for each organization to receive at our next Board Meeting. Kenny Fly commented that everything is going fine and looks forward to our upcoming Board Meetings and grant cycle. Sue Webster asked that we discuss issuing multiple checks throughout the grant cycle so that we will be able to let the organizations know of these changes when preparing their grant applications.

Next Board Meeting: Wednesday, September 8th, 2021 at 5:00 pm. at the Blue Chip Casino.

Adjournment: Motion made to adjourn meeting at 6:30 pm. by Candice Nelson, seconded by Connie Anderson. All in favor. So adjourned.

Submitted by Susan Webster.