



Minutes

Michigan City Urban Enterprise Association, Inc.

Board of Directors Meeting

Thursday, February 23, 2023 at 6:00 p.m. in the Access LaPorte County Conference room, located at 301 E. 8th St. Michigan City, IN 46360.

Board Members Present: Lawrence Zimmer, Dave Hartz, Jeremy Rossi, Daren Huber, Tommy Amico, Rodney McCormick, Kenneth Fly, Sr.

Others Present: Gabrielle Chappell, Danny Hogan

CALL TO ORDER

The meeting of the Board of Directors of the Michigan City Urban Enterprise Association, Inc. took place on Thursday, February 23, 2023, in-person. It was called to order at 6:02 p.m. Tommy Amico thanked Kenneth Fly, Sr. for attending the meeting as a new board member and explained the plan for a new board packet to present to onboarding members. Tommy asked Kenneth to introduce himself and give the board a little bit of a background of who he is. Kenneth explained what Fly High Youth Services does and why he wanted to be a part of the board. Everyone in the room introduced themselves to Kenneth as well as for roll call. Members stated their executive positions after Kenneth asked who the executive committee was.

APPROVAL OF MINUTES

January 9th meeting minutes were presented. Rodney McCormick motioned to approve the minutes, Dave Hartz seconded. All in favor, except Kenneth Fly, Sr. abstained from voting. Rodney motioned to accept January 26th meeting minutes, Daren Huber seconded the motion and all were in favor. Rodney, Jeremy, and Tommy commented on Gabrielle doing a good job so far as Interim Executive Director. Tommy stated he has been working diligently with Gabrielle going through everything. She has gone through everything from the insurance policy to reaching out to other UEA's around the state.

DIRECTOR & FINANCIAL REPORTS

Gabrielle explained that the bills that had to be paid were in red on the financial report since they were bills that had to be paid on time. Discussion was had that Skyler has been very busy and hard to track down to sign the checks, and that another person may need to be added to have a second signature on the checks. Daren asked Gabrielle if she can track Skyler down during the week and she said she would do her best. Rodney asked why Skyler has to be the second name on the checks, and Tommy explained it is

because Skyler is the treasurer. Rodney stated if attendance is going to continue to be a problem, someone else may need to be the person with check signing duties. Daren asked if the SEH contract payment was for the work already completed and Gabrielle confirmed it was. Tommy explained the board needed more detailed information about what SEH can provide. Tommy commented that SEH has come highly recommended by other UEA's. Rodney McCormick motioned to accept the financial report and Dave Hartz seconded, all in favor and motion passed. Tommy stated the EDCMC invoice has not yet been received along with the signed letter agreement regarding the separation, and that he hopes the two documents can be received at the same time before submitting payment for January services. Daren stated the separation agreement was delivered via e-mail as well as a hard copy. Tommy and Daren both signed, the document is awaiting Clarence Hulse's signature.

NEW BUSINESS

Tommy stated Gabrielle had reached out to the Chamber of Commerce regarding membership, and that is why Danny Hogan was present at the meeting. Danny explained the Michigan City Chamber of Commerce is a 410 member chamber with the majority of the members being small businesses looking to get business in Michigan City. Danny explained networking opportunities chamber members have access to, as well as what the membership levels include. Tommy Amico asked if the chamber does any networking with previous Michigan City residents that are very successful in life to bring them back to talk to the young people and other members. Danny stated they do sometimes have things like that, such as having Mary Ann Ahern speak at the Inspiring Women's luncheon in 2022. Daren Huber asked what the geographical boundaries of the Chamber are, and Danny explained there are many members further away from Michigan City as well. Daren is interested in finding out how many businesses within the UEA are members to decide about joining or not. Rodney asked to table the Chamber membership until the next meeting. Dave asked Gabrielle to put a list together of the businesses in the Chamber located within the UEZ. Kenneth suggested starting at the lowest level and then possibly moving up later, and Jeremy agreed to see if it is worth the higher membership levels. Daren asked if the membership could be upgraded mid-year if that was wanted, and Danny explained the amount paid to start the year would be applied toward the higher level membership. Rodney motioned to table until the next meeting, Kenneth seconded the motion. All in favor, motion passed.

Lawrence asked about the boundaries of the UEZ map, how it was established, and discussion was held on whether or not the boundaries could be adjusted as well as criteria for how boundaries were determined.

Gabrielle stated she is working on getting a list of all businesses located within the Urban Enterprise Zone from the county GIS people.

Gabrielle pointed out the Director's Report was skipped, so they reviewed the Director's report stating a couple businesses had contacted her about grants. She told them the grant program is currently on hold. Gabrielle reviewed some of the projects she worked on over the last month. She had already gone over the insurance policies, met with other UEA's to establish relationships, and she had a whole list of various tasks completed to date.

Tommy mentioned they spoke to attorney Anthony Novak about representing the UEA. Dave asked if the Director's Report can also include what grants people are needing even if the UEA is not currently awarding grants. Rodney asked if the attorney would bill hourly, and Anthony said he would break down billing. Rodney also suggested if there are any legal questions, to contact the President or Director before contacting the attorney directly to save on attorney fees. Rodney thanked Gabrielle for the work she has done, and stated he has no regrets in the board making the decisions they have.

Tommy stated he has been working daily with Gabrielle over the last several weeks, as she works to re-establish everything for the UEA as a standalone company. Tommy stated everything has been done except going to PNC Bank. He also said Gabrielle is going on week 7 of working for the UEA and she needed to be compensated for the work she has done.

Kenneth asked if there has been legal representation up to this point, and Tommy stated they were unsure of the history of legal representation for the UEA. Daren said the city attorney was relied on for legal issues for the UEA. Gabrielle explained there was another attorney that wrote the resolution for zone renewal as well the last time the zone was due for renewal.

Dave asked if Gabrielle was working as a 1099 contractor or a W-2 employee, and Tommy answered she is a W-2 employee with benefits. Jeremy asked if Gabrielle is classified as full-time and she stated she is.

Daren motioned to square up with Gabrielle for the work she had completed up until that date, Rodney seconded the motion. All in favor, motion passes. Tommy stated in the executive session the board discussed the monthly stipend for miscellaneous expenses such as office supplies. Dave motioned to have an operating budget for \$225/month with another account with Gabrielle to have a debit card that can be used with receipts provided at the end of every month. Lawrence seconded the motion, all were in favor and motion passed.

Tommy and Daren had worked to create a job description, and it was to be finished the evening of the meeting, and sent to the city for posting the official Executive Director job position.

Dave motioned to approve a \$2,000 start-up cost budget for office supplies including the computer, printer, and any miscellaneous office supplies. Daren seconded the motion, all in favor. Motion carries.

OLD BUSINESS

Summit Properties is finished with their project, the checks just needed to be signed. Rodney stated photos needed to be updated for headshots for the website, Daren offered to take headshots at no cost for any board members that needed headshots.

PUBLIC COMMENT

Daren asked if by-laws should be done by the attorney or if the board can update the by-laws. Gabrielle suggested the board draft by-laws and have Mr. Novak review them before adopting them. Rodney wanted to get the by-laws of other UEA's and Gabrielle stated she would contact the other UEA's she has been in contact with to request their by-laws.

Tommy stated Mondays do not seem to work for all the board members, and asked if the fourth Thursday would work for everyone. Gabrielle will send a follow-up e-mail to board members.

Dave suggested a hiring committee to review applicants, and Gabrielle stated 48 hours would need to be given for an executive session to be publicly notified. Rodney motioned for Lawrence, Daren, Dave, and Tommy to be the hiring committee. Dave seconded the hiring committee, all in favor. Motion passed.

ADJOURNMENT

Rodney motioned to adjourn the meeting, Daren seconded. All in favor, meeting adjourned at 7:05 p.m. The next regular meeting of the Michigan City Urban Enterprise Association, Inc. is set for Monday,

April 17, 2023, at 6:00 p.m. in the Access LaPorte County Conference room, located at 301 E. 8th St. Michigan City, IN 46360.