



415 Ethel Ave SE  
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**ECA Board Meeting**  
**September 12, 2022 @ 6-7pm**  
**Hybrid - ECA Office & Zoom**

<https://us02web.zoom.us/j/83901582783>

Meeting ID: 839 0158 2783

Passcode: 657480

One tap mobile

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**Agenda**

- 1) **Welcome & Call to Order (President, 2 min.)**
  - a) 6:01pm
- 2) **Approval of the [Agenda](#) & [Minutes](#) (2 min.)**
  - a) motion by Mike, 2nd by Pamela, unanimous approval
- 3) **StreetFair 2022 recap (Events Team, 5 min.)**
  - a) overall great turnout and execution
  - b) vendor survey has been sent out
  - c) expect full recap at next events committee meeting
  - d) \$11,000 in credit card sales - cash still to be counted
  - e) kid volunteers need to remain supervised by an adult for safety
- 4) **[2023 Event Dates](#) (President, 5 min)**
  - a) need to meet with the office of special events to coordinate BizBaz & Streetfair with the roadwork that is happening
  - b) if we can confirm dates and get our permits & liquor license apps submitted we can save a significant amount of money
  - c) confirmed dates:
    - i) annual pancake breakfast - Saturday, Feb. 11
    - ii) strategic planning day - Saturday, March 18
- 5) **Succession Planning (Exec. Committee, 5 min)**
  - a) out of 12 current board members, only 4 will be returning at the end of this term
  - b) board recruitment is top priority
  - c) we may need to look at what the organization looks like if we cannot find a quorum (conversation will need to happen before the end of the year)
    - i) this will have an impact on our hiring plan
- 6) **[Board Recruitment](#) (President, 2 min.)**
  - a) currently in talks with 3 folks who have shown interest in joining the board
  - b) we need to engage the community now
- 7) **[Hiring Plan \(President, 5 min\)](#)**

- a) if we do not have enough people to maintain a board, we cannot have hired people or accept grants / tax benefits
- b) the board would like to move forward with hiring an admin position including email responsibilities
- c) Dakota requested a motion to approve the administrative job description to be posted for recruitment efforts
  - i) Gavin made a motion, Pamela seconded
  - ii) Staci asked about adjusting the start date (Oct. 17) - Dakota concurred the date should be pushed back another month to Nov. 17
  - iii) unanimously passed

**8) [Financial Report](#) (Treasurer, 2 min.)\***

**Budget Notes:**

- According to the July [Financial Statement](#), there is a net revenue of \$2,793.00 \$2,219.68 (compared to \$2,219.68 in July and \$2,947.15 at this same time last year) as of July 31, 2022. There is a cash balance in the bank accounts totalling \$81,686.23 (compared to \$81,241.35 in August) as of September 11, 2022.
- Income from Streetfair is not reflected in account balances.

**Financial Highlights as of August 31, 2022:**

|                          | 2022 Actual | 2022 Budget   | 2021 Actual | 2021 Budget   | 2020 Actual   | 2020 Budget   |
|--------------------------|-------------|---------------|-------------|---------------|---------------|---------------|
| <b>Gross Revenue</b>     | \$58,069.43 | \$98,200.00   | \$99,382.05 | \$109,306.00  | \$82,982.93   | \$113,611.62  |
| <b>Gross Expenses</b>    | \$40,464.27 | \$111,526.67  | \$87,412.05 | \$131,074.27  | \$99,072.23   | \$127,715.00  |
| <b>Total Net Revenue</b> | \$17,605.16 | (\$13,326.67) | \$11,970.00 | (\$21,768.27) | (\$16,089.30) | (\$14,103.38) |

**Account Balances as of September 11, 2022:**

|           |             |
|-----------|-------------|
| Checking: | \$13,255.09 |
| Savings:  | \$51,154.56 |
| PayPal:   | \$1,816.03  |

|                     |                    |
|---------------------|--------------------|
| Building (New):     | \$7,656.98         |
| Sponsorships (New): | \$7,800.57         |
| <b>TOTAL:</b>       | <b>\$81,686.23</b> |

\*income from streetfair is not accounted for in these balances

**9) Committee Updates (2 min. ea.)**

- Executive Committee (Rion)
  - very brief meeting that centered on hiring details
- Bricks & Mortar (Christian/Liz)
  - quarterly meeting on Oct. 4 to include discussion about Garfield Park document
- Communications (Rion/Steven)
  - access is out, next issue is Nov/Dec
  - google workspace is not a paid subscription at \$3 per user (active email account), looking into the non-profit discount

- Events (Pamela/Jean)
- Garden (Mike/Gavin)
  - volunteering is really low, considering pausing the program
- Uptown (Dakota)
  -
- EBA (Steven)
  - next meeting to include important information about upcoming roadwork

**10) Other Business/Action Items (2 min.)**

**11) Adjournment**

**a) 7:11pm**

**Next Meeting Date: October 10 @ 6pm**