

**Minutes of the Tuesday, November 7, 2023  
West Midland Family Center Board of Directors Meeting**

Board Members:                   **B. Dollard, B. Alba, M. Metcalf (Zoom), C. Allemang, C. Coons**  
  
   **A. McGinnis, W. Mayton (Zoom), J. Traschen (Zoom), G. Wilson, J. Moses**

Excused:                           D. Parrillo

Advisors:                         B. Schmidt, B. Dostal, A. Schmitz, T. Misner, G. Bergtold

Staff:                              G. Dorrien, M. Finney, M. Sobolewski, J. Green, T. Oswald, M. Young, R. Allen

Dollard called the meeting to order at 6:01 P.M. with B. Dollard reading the Mission Statement.

Dollard called for Public Comments – no public present.

**Upcoming WMFC Events:**

- Soup with Santa Community event, Thursday, December 7<sup>th</sup> 5:30-7:30
- Staff Holiday party, Friday, December 15<sup>th</sup> – afternoon drop-in party
- Surplus Food Distribution – Tuesday, November 14<sup>th</sup> will be the first distribution at the new location.
- Surplus Produce set up time is 2:00 (Most Monday, Wednesday & Friday's) – these will be held at WMFC until we are able to get the building ready for indoor distributions.

Staff Report: T. Oswald reporting on her new position (Isabella/Gratiot Preschool Director) and new Winn preschool location.

Motion to approve the Minutes of the September 5, 2023 Board Meeting

Motion C. Coons / 2<sup>nd</sup> C. Allemang / Approved Unanimously

**Investments – D. Parrillo, Chair**

- Did not meet

**Accounting / Budget Committee –B. Alba, Chair**

- Did not meet
- G. Dorrien reviewed the financials with the board and discussed the deficit that WMFC will be starting the 2024 year with - \$453,000
  - The staff will be working hard at finding grants and monies to cover the deficit.
- Waiting on the federal grant we applied for, we are hearing we should find out in December.
- Herbert H & Grace A Dow Foundation grant was awarded for three years on a one to one match.
- Endowment fund is doing well (roughly \$6,000,000 above the donated amount), the board can determine how that money is used.

**Dow COP Committee – G. Dorrien Committee Members**

- There are 18 students “trying out” the COP program to see if they are a good fit.

- Volunteer grant opportunity was made available to the program, they will gather personal care items that can be donated to families in need – they would receive money for each volunteer they get to participate.
- A. McGinnis and H. Northup have been communicating about resources through CMU for students.

#### **Facilities Committee – G. Dorrien Committee Members**

- The maintenance staff have been working on playgrounds at off-site programs, received grant money to make improvements to those locations.
- We have been having issues with the water filtration system, it has been worked on and is now back washing the system correctly.

#### **Human Resources Committee – A. McGinnis, Committee Member**

- Did not meet

#### **Communications Committee – J. Traschen, Chair**

- B + B have been working on a design for the new distribution building.
  - The designs were presented, the board voted and chose design – unanimous vote.
  - Name is West Midland Food & Clothing Depot (this was voted on via email by the board).

#### **Auxiliary Committee – G. Dorrien, Ex. Director**

- The lead volunteer for Bingo is still having health issues, we do not see it returning this year.

#### **Executive Committee – B. Dollard, Chair**

- Did not meet

#### **By-Laws – M. Metcalf**

- Did not meet

#### **Nominating Sub-Committee – Greg Dorrien, Chair**

- Kathryn Tate & Mike Rapanos have been nominated to join the WMFC board by G. Dorrien.
  - Motion to accept the nominations – G. Wilson
  - 2<sup>nd</sup> by C. Coons
  - Unanimously voted to accept the nominations
- Motion by A. McGinnis to have J. Moses and J. Traschen serve 2<sup>nd</sup> terms on the WMFC Board.
  - 2<sup>nd</sup> by C. Coons
  - Approved unanimously

#### **Executive Director's Report - G. Dorrien**

- We did have a family that we terminated from our Out of School program this week. There were issues with payments and other communication concerns. The Board may be hearing more about this in the future.

#### **Board member, advisor, and staff comments:**

- Thank you to Brooke and Ben for their years of service they have offered to WMFC – you will be missed.
- Great news articles about WMFC – playground build at BC Preschool, Cronkright article about volunteering at WMFC and G. Dorrien’s Well Being article – see board packet.
- B. Alba received an award from Northwood University as a distinguished young woman in Midland, said very nice words about WMFC in her acceptance speech.
- Thank you to B. Dollard for attending the annual Professional Development Day to promote the retirement plan that is offered through WMFC.

Motion to Adjourn B. Alba / C. Coons Meeting adjourned at 7:26 pm by Dollard.

The next meeting is scheduled for **Tuesday, January 2, 2024** at 6:00 pm. at the West Midland Family Center.

Respectfully submitted,  
Matt Metcalf / Missy Finney