



**Michigan Community Development Association**  
Building the future of Michigan's communities

**MCDA Membership Meeting**  
**Thursday, October 22, 2020**

**Chairperson**  
Oneata Bailey  
City of Muskegon

**Vice Chairperson**  
Stephanie Burgess  
Macomb County

**Treasurer**  
Venessa Collins-Smith  
City of Kalamazoo

**Secretary**  
Liz Koto  
City of St. Clair Shores

**Past Chairperson**  
Christopher Klimchalk  
City of Dearborn Heights

**BOARD MEMBERS**

Tamra Fontaine  
City of Detroit

James Gilbert  
Samaritas

Brandie Isaacson  
City of Livonia

Deborah Kiesel  
City of Bay City

Michele Mancini  
Redford Township

Sharon Woods  
LandUseUSA

**AFFILIATE  
REPRESENTATIVES**

**MHRSN**  
Jeremy Westcott  
Environmental Testing

**EX OFFICIO**

Tracey Barnes  
MSHDA

- I. Call to Order
- II. Welcome and Remarks  
*Oneata Bailey, Chairperson*
- III. Approval of December 2019 MCDA Membership Meeting Minutes  
*Liz Koto, Secretary*
- IV. Financial Report  
*Venessa Collins-Smith, Treasurer*
- VII. Announcement of New Board Officers  
*Oneata Bailey, Chairperson*
- IX. X. Adjournment



# MEMBERSHIP BUSINESS MEETING MINUTES

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Wednesday, December 4, 2019 – East Lansing, Michigan

- 1) **Call to Order:** The membership meeting was called to order at 12:38 pm by Chairperson Oneata Bailey.
- 2) **Welcome:** Chairperson Oneata Bailey welcomed MCDA members and guests to the conference and meeting and thanked them for their continued membership and support of the organization. Recognized all current board members serving.
- 3) **Approval of Minutes from October 2019 Business Meeting:** Secretary Koto presented the minutes from the previous membership meeting. A motion to accept the October 2019 minutes was made by Rick Lampi and seconded by Michelle Mancini. *The motion was unanimously approved.*
- 4) **Financial Report:** Treasurer, Michelle Mancini presented MCDA's financials, and reported that MCDA is in good financial shape with a strong fund balance. A motion was made by Liz Koto and seconded by Tracey Ann Jennings to accept the financial reports. *The motion was unanimously approved.*
- 5) **Announcement of Upcoming Meeting and Conference Dates:** Christopher Klimchalk reminded members of the upcoming March 19, 2019 MCDA conference and mentioned that registration would be open soon.
- 6) **Adjournment:** A motion was made by Debbie Kiesel and seconded by Brandie Isaacson to adjourn the meeting. The business meeting adjourned at 1:02 pm.

**MCD**  
**Balance Sheet**  
As of October 19, 2020

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	<u>Oct 19, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
MCD Checking	37,629.34
<b>Total Checking/Savings</b>	<u>37,629.34</u>
<b>Total Current Assets</b>	<u>37,629.34</u>
<b>TOTAL ASSETS</b>	<b><u>37,629.34</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	46,534.30
Unrestricted Net Assets	-6,439.81
Net Income	-2,465.15
<b>Total Equity</b>	<u>37,629.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>37,629.34</u></b>

**MCDA**  
**2020 Profit & Loss Budget vs. Actual**  
 January 1 through October 19, 2020

	Jan 1 - Oct 19, 20	Budget	\$ Over Budget
<b>Income</b>			
Fund Balance Usage	0.00	0.00	0.00
Memberships	11,400.00	13,000.00	-1,600.00
<b>Meetings Income</b>			
Sponsorships	2,000.00	8,000.00	-6,000.00
Registrations	9,005.00	40,000.00	-30,995.00
Conferences	0.00	0.00	0.00
Other Trainings	0.00	0.00	0.00
Meetings Income - Other	0.00	0.00	0.00
<b>Total Meetings Income</b>	<b>11,005.00</b>	<b>48,000.00</b>	<b>-36,995.00</b>
Grants	0.00	0.00	0.00
Sponsorships	0.00	2,000.00	-2,000.00
Miscellaneous Income	0.00	0.00	0.00
Transfer from Fund Balance	0.00	0.00	0.00
<b>Total Income</b>	<b>22,405.00</b>	<b>63,000.00</b>	<b>-40,595.00</b>
<b>Expense</b>			
Bank Fees	327.03	900.00	-572.97
Reconciliation Discrepancies	0.00	0.00	0.00
<b>Meetings Expenses</b>			
Conferences	3,673.32	29,500.00	-25,826.68
MCDA Speakers	0.00	500.00	-500.00
MHRSN Speakers	0.00	500.00	-500.00
Other Trainings	0.00	0.00	0.00
Meetings Expenses - Other	750.00	0.00	750.00
<b>Total Meetings Expenses</b>	<b>4,423.32</b>	<b>30,500.00</b>	<b>-26,076.68</b>
<b>Professional Services</b>			
Administrative Support	14,999.94	20,000.00	-5,000.06
Administrative Support - SEMCOG	0.00	0.00	0.00
Auditing Fees	0.00	1,500.00	-1,500.00
Other Professional Services	2,750.00	1,000.00	1,750.00
Professional Services - Other	0.00	0.00	0.00
<b>Total Professional Services</b>	<b>17,749.94</b>	<b>22,500.00</b>	<b>-4,750.06</b>
<b>Capacity Building</b>			
MCDA	0.00	200.00	-200.00
Promotions	0.00	500.00	-500.00
BMCC	0.00	500.00	-500.00
SCTAOP	0.00	0.00	0.00
MSCA	0.00	0.00	0.00
MHRSN	0.00	200.00	-200.00
Capacity Building - Other	0.00	0.00	0.00
<b>Total Capacity Building</b>	<b>0.00</b>	<b>1,400.00</b>	<b>-1,400.00</b>
<b>Operations</b>			
Mileage/Parking	0.00	300.00	-300.00
Telephone	555.88	955.48	-399.60
Insurance	0.00	850.00	-850.00
Postage & Mailing	0.00	150.00	-150.00
Printing and Copying	0.00	0.00	0.00
Supplies	0.00	370.00	-370.00
Web Development & Maintenance	1,728.00	1,852.92	-124.92
Operations - Other	65.98	0.00	65.98
<b>Total Operations</b>	<b>2,349.86</b>	<b>4,478.40</b>	<b>-2,128.54</b>
Miscellaneous Expenses	20.00	260.00	-240.00
<b>Total Expense</b>	<b>24,870.15</b>	<b>60,038.40</b>	<b>-35,168.25</b>
<b>Net Income</b>	<b>-2,465.15</b>	<b>2,961.60</b>	<b>-5,426.75</b>