



415 Ethel Ave SE  
Grand Rapids MI 49506  
616.451.3025

**ECA Board Meeting**  
**November 14, 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) 6:02pm start time
- 2) **Approval of the [Agenda](#) & [Minutes](#) (2 min.)**
  - a) pamela moves, jonathan seconds, all in favor
- 3) **Hiring Update (President, 5 min)**
  - a) job is posted and interviews have begun
    - i) four candidates have had phone interviews
    - ii) seven have been rejected through fielding questions
    - iii) four have been rejected for not responding to questions
    - iv) three are in process for potential interviews
  - b) discussion regarding the four candidates already interviewed
  - c) video interviews will be scheduled for the week after Thanksgiving
  - d) the board reviewed the video interview form and went over guidelines for interviews
- 4) **[Board Recruitment](#) (President, 2 min.)**
  - a) Dakota has two potential candidates, one application is forthcoming
  - b) we went around the board and discussed potential leads and how we are sharing
- 5) **[Third Party Management](#) (President 2 min.)**
  - a) we have tried for several months to get three quotes, but have been unsuccessful
  - b) attached is a copy of Urban Pharm's management info sheet
  - c) Dakota asked that this move to a vote
    - i) vote passed
- 6) **Shop Hop**
  - a) Harmony has asked the ECA to do hot cocoa and sponsor music for the tree lighting
    - i) most of the board is unavailable, but Jean may be able to lead
- 7) **[Succession Planning](#) (Exec. Committee, 5 min)**
  - a) the President's responsibilities list will decrease with new hire

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

**Budget Notes:**

- According to the October [Financial Statement](#), there is a net revenue of \$2,584.38 (compared to \$8,562.55 in September and \$6,094.81 at this same time last year) as of October 31, 2022. There is a cash balance in the bank accounts totalling \$88,749.35 (compared to \$89,733.20 in October) as of November 13, 2022.
- PayPal transfer initiated on November 13, 2022.
- Cash from Streetfair has not been deposited yet

**Financial Highlights as of November 13, 2022:**

	2022 Actual	2022 Budget	2021 Actual	2021 Budget	2020 Actual	2020 Budget
<b>Gross Revenue</b>	\$83,139.72	\$98,200.00	\$99,382.05	\$109,306.00	\$82,982.93	\$113,611.62
<b>Gross Expenses</b>	\$58,925.71	\$111,526.67	\$87,412.05	\$131,074.27	\$99,072.23	\$127,715.00
<b>Total Net Revenue</b>	\$24,214.01	<b>(\$13,326.67)</b>	\$11,970.00	<b>(\$21,768.27)</b>	<b>(\$16,089.30)</b>	<b>(\$14,103.38)</b>

**Account Balances as of November 13, 2022:**

Checking:	\$16,694.41
Savings:	\$51,167.63
PayPal:	\$4,426.14

Building (New):	\$8,658.85
Sponsorships (New):	\$7,802.31
<b>TOTAL:</b>	<b>\$88,749.35</b>

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

- Executive Committee (Rion)
  - n/a
- Bricks & Mortar (Christian/Liz)
  - no community feedback on rubric
- Communications (Rion/Steven)
  - n/a
- Events (Pamela/Jean)
  - n/a
  - dakota asked about starting conversations about the pancake breakfast
- Garden (Mike/Gavin)
  - garden is wintered
- Uptown (Dakota)
  - there are multiple programs available for local businesses for improvements
- EBA (Steven)
  - multiple new businesses opening in Eastown & a handful of open spots

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

**11) Adjournment**

a) **7:10pm**

**Next Meeting Date: November 14 @ 6pm**