MACOMB COUNTY ART AUTHORITY
MINUTES
September 10, 2019

At a meeting of the Macomb County Art Institute Authority held on Tuesday, September 10, 2019 at 4:00 pm in the Macomb County Administration Building, BOC Committee Room, 9th Floor, Mount Clemens, the following members were present:

**Members Present:**
- Jennifer Callans
- Jennifer Miller
- Ed Bruley
- Rodney Tolbert
- William Wood

**Others Present:**
- Dave Flynn, Senior VP Public and Community Affairs, DIA
- Christine Kloostra, Exec. Director Marketing & Communications, DIA
- Julie McFarland, Public Affairs Officer, DIA
- Lillian Demas, Macomb County Rep. to the DIA Board of Directors
- Daniel Hart, Plante Moran (via phone)
- Veronica Cook, Plante Moran (via phone)

**Members Absent:**
- Pamela Lavers
- Gene Klida

**CALL TO ORDER**
There being a quorum of the Authority present, the meeting was called to order at 4:02 p.m.

**ADOPTION OF AGENDA**
Motion made to adopt agenda by Jennifer Miller, supported by Rodney Tolbert. MOTION CARRIES

**APPROVAL OF MINUTES**
Motion made to approve minutes from April 16, 2019. Motion by Ed Bruley, supported by Rodney Tolbert. MOTION CARRIES

**MANAGEMENT REPRESENTATION LETTER**
Receive and file management representation letter. Motion by Ed Bruley, supported by Rodney Tolbert. MOTION CARRIES

**PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR ENDING NOVEMBER 30, 2020**
Opened public hearing on proposed budget at 4:09 pm. Lillian Demas only member of the public attending. Motion to close public hearing at 4:10 pm made by Ed Bruley, supported by Jennifer Miller. MOTION CARRIES

**ADOPTION OF APPROPRIATIONS BUDGET**
Motion to approve made by Jennifer Miller, supported by Rodney Tolbert. MOTION CARRIES

**AUTHORIZATION TO SIGN L-4029**
Motion made by Ed Bruley, supported by William Wood. MOTION CARRIES

**AUTHORIZATION TO APPROVE LEGAL NEWS**
It was discussed to add a line item to our appropriations resolution as an expenditure. It was also suggested that the dollar amount for public notification be approved at the meeting prior to the budget meeting. Motion to approve made by Jennifer Miller, supported by Rodney Tolbert. MOTION CARRIES
PRESENTATION BY PLANTE MORAN
Veronica Cook presented the end of the year audit letter. The letter indicates that audit procedures are designed to obtain reasonable assurance that the financial statements are free from material misstatement. No deficiencies observed with internal controls and no misstatements communicated this year. Financial statements were covered with no questions from the Board. Motion to accept audit as presented by Rodney Tolbert, supported by Ed Bruley. MOTION CARRIES

PRESENTATION BY THE DIA
Update provided by Dave Flynn. Inside/Out will be placed at Metro Airport. A three year agreement has been signed with Oakland Community College which will include family programming, public programming and college VPS training for all full time faculty. Agreements have been made with L’anse Creuse Schools for all 3-7 graders to visit the museum. Third graders at Warren Consolidated will also be visiting. Professional development has been increasing. A Native American curator has been hired. Working on a communication and awareness plan.

Julie McFarland presented the six month review via power point and the DIA packet was distributed.

DISCUSSION OF DIA BOARD TERMS
Jennifer Callans and Pamela Lavers researched information on board terms, where they found no indication of terms for appointees. A discussion ensued regarding these term limits. Donald Ritzenhein and Lillian Demas are both term out in 2022. Everyone agrees terms should stagger. Since they are both up in 2022, one will be offered a transition period and then rotate at that point.

Motion that the length of current terms to end in 2021 and 2022. Motion made by Jennifer Miller/support by Rodney Tolbert. MOTION CARRIES

Motion to implement board terms no longer than (2) 3 years, staggered so they are not up at the same time.

Motion made by Jennifer Miller, supported by William Wood. MOTION CARRIES

Suggestion to appoint a sub-committee to determine qualifications and application processes going forward. Also to help determine how long the individuals would need to be off the board before reappointment. Establish new rules and regulations. Anyone wishing to be part of this committee, contact Jennifer Callans. Motion to establish this subcommittee by Jennifer Miller, supported by Rodney Tolbert. MOTION CARRIES

OTHER BUSINESS
Motion to amend the appropriations resolution 2019 to show contact services to $3000, and amend payments to the DIA to $5,546,246 to reflect increase in these services. Motion made by Jennifer Miller, supported by William Wood. MOTION CARRIES

The next meeting is scheduled for December 3, 2019 at 4:00 pm.

PUBLIC PARTICIPATION
No public participation

ADJOURNMENT
Motion to adjourn made by Rodney Tolbert, supported by Ed Bruley. MOTION CARRIES
Meeting adjourned at 5:53 pm