

# Bloomington Urban Enterprise Association Board Meeting

October 12, 2022

12:00 p.m.

In Person or Join Zoom Meeting

Zoom Meeting Information:

<https://bloomington.zoom.us/j/84576005312?pwd=SERpaXRLenV0U0J6dXICNTVGVmNPUT09>

Meeting ID: 845 7600 5312

Passcode: 953182

One tap mobile

+16469313860,,84576005312# US

+19292056099,,84576005312# US (New York)

## **Roll Call**

AC

### **I. Approval of Minutes** (June 2022, September 2022)

### **II. Reports from Officers and Committees**

- Director's Report
- Financial Reports

AC

AC

### **III. New Business**

- Foundation of Monroe County Schools

Helm

### **IV. Unfinished Business**

AC

- Facade Grant Extension - Mill
- Arts Grants Discussion

### **V. General Discussion**

### **VI. Adjournment**

**Next BUEA Meeting will be on Wednesday, November 9, 2022**

*Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call 812-349-3429 or e-mail [human.rights@bloomington.in.gov](mailto:human.rights@bloomington.in.gov).*

## **Bloomington Urban Enterprise Association**

### **Board Meeting**

June 15, 2022, 12:00 p.m.

### **Minutes**

Meeting called to order at 12:00pm

#### **Roll Call - Kupersmith**

- Paul Ash
- Julie Donham
- Karin St. John
- Jackie Yenna
- Kate Rosenberger
- Mary Morgan
- Alex Crowley
- Steve Bryan (Ivy Tech Guest)
- Lauren Macalister (Guest)
- Jane Kupersmith (Staff)
- Larry Allen (City Legal/ Virtual)
- Julie Silvestre (Dimension Mill/ Virtual)
- Andy Leymen(Dimension Mill/ Virtual)
- Gloria Colom (HAND Staff/Virtual)
- Chaz Mottinger (Staff)
- Blaine Reames

#### **I. Approval of Minutes - Kupersmith**

- No minutes to approve.

#### **II. Reports from Officers and Committees**

- Financial Reports (Vote) - Kupersmith
  - Not a lot of activity in April financials
  - P&L will be corrected to report expected EZID income and voted on at a different time.

\*Motion to approve April 2022 financials balance sheet and income statement by Karin St. John. Motion seconded by Paul Ash. The financials were unanimously approved.

- Director's Report - Kupersmith
  - Open Board Position
    - Tracy Gates will no longer be able to participate with the BUEA. Thank you for your time with the BUEA Tracy.
  - Grant Management Software
    - The software is still not up but Chaz is making progress.
  - Zone Resident Scholarships have been exhausted. Payments are still being made.

- Rapid Response Loan
  - Behind schedule because the preselected loan servicer has been hard to contact. The Office of the Controller has requested that BUEA starts receiving installment payments until the servicer is up and running.
- Marketing Assistant
  - Still waiting on information on how to handle the RFP process.

### III. New Business - Kupersmith

- Cook Center / SBDC annual report and funding request (Vote)
  - Annual Report
    - Worked with over 50 small business clients with fiscal/ business mentoring during the COVID-19 pandemic
    - Worked alongside Kelley students with the IU Hope project where students were helping companies that didn't have e-commerce capabilities with websites and shopify platforms. 600 statewide projects were completed with 20% of them being within Monroe county.
    - SBDC added workshops which were led by SBDC or partnered with Google through Ivy Tech who provide learning capabilities through their platform.
  - Funding Request (\$45,000 request total)
    - Customized Business Education
      - SBDC is requesting \$30,000 from the BUEA in order to assist in the development of customized training programs for BUEZ businesses. Topics include: financial, Quickbooks Online, E-commerce, digital marketing, talent development, employee retention, customer service and others as identified by zone business owners.
    - The Mill Code School Upskilling training
      - SBDC is requesting \$15,000 from the BUEA in order to provide training for under/unemployed who are underrepresented in tech and tech-adjacent jobs in software development, IT Administration, et

\*Motion to approve SBDC \$45,000 funding request by Jackie Yenna. Motion seconded by Paul Ash. The funding request was unanimously approved.

- People's Market Vendor Fest – Anti-Racism Scholarship (Vote) - Kupersmith
  - People's Market Vendor Fest is requesting that the BUEA approves a grant of \$1,625 from the Zone DEI/ Anti-racism Scholarship in order to pay half of the event fees to the Bloomington Parks Department associated with a series of six events in the Butler Park Community Gardens parking lot. The events will bring 10-12 vendors to the park where they have the opportunity to sell their food but People's Market also uses it to give away their "sponsored boxes" which include food items (bread, dairy, meat, produce) at no cost to residents

including many Zone residents. The People's Market buys out whatever is not sold at the end of the day from their vendors in order to make sure people in the community continue to have access to fresh local food and give confidence to their vendors. Currently, the Peoples Market is negotiating with the Parks Department to pay the fee in payments made after each event in order to give Peoples Market more time to fundraise the other half of the fee. The board proposed funding the entire fee for the People's Market one time only but suggested that the Parks Department revisit how they charge nonprofits fees. The funds will be allocated from the Miscellaneous grant section because the original intent of the DEI/ Anti Racism Grant was to train staff on DEI issues.

\*Motion to approve Fest one time funding request of \$3,250 by Jackie Yenna. Motion seconded by Paul Ash. The funding request was unanimously approved.

- Facade Grant Application—Johnson Creamery (Vote) - Kupersmith
  - Postponed to July Board meeting for further discussion
  
- 2022 Zone Arts Grants (Vote) - Warren
  - Postponed to July Board meeting for further discussion. Mary Morgan had to depart early. Vote would not have a quorum.

#### **IV. Unfinished Business JK**

- No Unfinished Business

#### **V. General Discussion**

- No General Discussion

#### **VI. Adjournment**

\*Motion to adjourn at 1:13pm by Julie Donham. Motion Seconded by Jackie Yenna. The motion was unanimously approved.

**Next BUEA Meeting will be on Wednesday, July 13, 2022**

*Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call 812-349-3429 or e-mail [human.rights@bloomington.in.gov](mailto:human.rights@bloomington.in.gov).*

*Covid-related room capacity restrictions have been lifted in City of Bloomington facilities. However, out of concern for each other's well-being, masks are recommended for those with health concerns or at particular risk of disease transmission. Free masks are available from City staff. If you are ill or have been exposed to Covid, please participate online. Thank you for your cooperation and welcome back!*

**Bloomington Urban Enterprise Association**

**Board Meeting**

September 14, 2022

12:00 pm

**Minutes**

Meeting called to order at 12:04 p.m.

**Roll Call - Crowley**

- Paul Ash
- Julie Donham
- Jackie Yenna
- Kate Rosenberger
- Mary Morgan (Virtual)
- Alex Crowley
- Felisa Spinelli
- Scott Wright (Absent)
- Karin St. John (Absent)
- Chaz Mottinger (Staff)
- Holly Warren (Staff)
- Larry Allen (Legal)
- Andy Lehman (the Mill)
- Elliot Reichert (Bloomington Arts Commission)

**I. Approval of Minutes – July 2022**

\* Motion to approve July 2022 minutes by Jackie Yenna. Motion seconded by Paul Ash. Mary Morgan abstained due to absence during last month. Vote had a quorum therefore minutes approved.

**II. Reports from Officers and Committees**

• Financial Reports - Crowley

- The Money Market \$72 is money that has been accumulated over the years due to money coming in at rounded numbers and going out at less rounded numbers and overtime leaving a residual amount.
- Currently, ESD is conducting an analysis in order to determine how many scholarships still need to be allocated from the 2022 application pool
- Once the grant management system is up and running the applications for scholarships will change from a rolling basis to two grant cycles per year.

\*Motion to approve June Financials -- with the amendment that the board approve the Profit and Loss Statement vs Budget -- by Kate Rosenberger. Motion seconded by Paul Ash. The financials were unanimously approved.

\*Motion to approve July Financials -- with the amendment that the board approve the Profit and Loss Statement vs Budget -- by Kate Rosenberger. Motion seconded by Paul Ash. The financials were unanimously approved.

- Director's Report - Crowley
  - Introduction/ Welcome Felisa Spinelli
    - Spinelli will serve on the BUEA Board as the Common Council Representative for Zone Businesses
  - Replacement for Assistant Director for Economic Development update
    - Final arrangements are being made in the onboarding process for the position. The goal is to have the new Assistant Director at next month's BUEA Meeting.
  - Budget Process for 2023
    - Preliminary work is currently being conducted for the 2023 Budget and a plan will be presented to the Board in the October 2022 meeting. The Board will make its recommendations and a budget will be presented in the November 2022 Board meeting with a final vote taking place in the December 2022 Board meeting.
  - Rapid Response Loans
    - A new loan servicer is being sought due to the initial servicer becoming non responsive. Currently, the loan payments are being collected manually by the Controller's office. Quickbooks might become a possible solution. Due to the complications surrounding the repayment process borrowers are not being charged a late fee. Late fees will apply once the Loan Service is up and running.
  - BUEA Guideline Document
    - A centralized document is currently being developed by staff to provide support for new Board members and staff members. The document will include guidelines for grants the BUEA administers.
  - BUEA Spring O'Neil Capstone
    - The project was declined by IU for the Spring 2023 semester. The project will be revisited for the future.
  - MCCSC Foundation
    - The MCCSC foundation will make its annual request in October 2022. MCCSC will join the meeting and provide a report of what they have done with the past funding followed by their request for the upcoming year.

### III. New Business

#### A. The Mill Facade Grant- Crowley

- The Mill is asking for an extension on the approved 2021 Historical Facade Grant to be able to use the funds until July 1, 2023 and to expand allowable use of the money versus its original intention. The Mill plans to use the money to address a safety hazard with 22 exterior lights which were installed during the building renovation in 2018. The lights are slowly pulling out of the mortar over time creating a safety hazard. Additionally, the roof of The Mill has had several leaks that were repaired earlier this year that The Mill would like to receive reimbursement for.
- The board thinks that there should be a match portion for the new expenses The Mill would like covered. The funds for this project will come out of the 2021 budget. The current budget from The Mill does not indicate any sort of match for the amount of money they are requesting from the board. The board would like to know the total expenditure of the project before voting on the request. The board will postpone the

vote until it reviews the BUEA Historical Facade Grant matching policy. The assumption is that either the BUEA will provide half of the total expenditure listed or The Mill will provide an itemized expenditure receipt and the BUEA will provide an itemized match amount.

\* Vote Postponed

#### B. Arts Grant Process Review - Warren

- Holly Warren provided the Board with a review of the Bloomington Arts Commission (BAC) Arts Project Review Process. BAC evaluates the BUEA Zone Arts Grants applications based on following three criteria 1) Capacity, 2) Community Impact, 3) Equity and Inclusion. Julie reiterated a concern with providing operating funds and providing grants for people who will make money off of their art. Julie's concern is that in that case, the grants seem to be benefiting the artist rather than the community. The board engaged in discussion about the differences between small art for-profit businesses vs non-profit art businesses. Elliott discussed that there is a current trend within the arts community to not register as a nonprofit organization because the bar to register as a nonprofit is very high and some of these "for-profit businesses" do not have the proper resources/capacity to gain that status. If the Board decides to only grant funding for non-profit organizations, Elliot felt it would risk prejudicing against these smaller emerging organizations who may need the money than an arts nonprofit organization. Holly suggested that moving forward BAC will provide the board with why the need exists for a specific project and prove that there is not a significant amount of profit being made off the grants.
- The Board needs to make a decision on...
  - To what extent the BUEA wants to participate in the Emerging Artist Program in 2023?
  - To what extent the BUEA wants to participate in operating grant cycles?

#### IV. Unfinished Business

- No Unfinished Business - Crowley

#### V. General Discussion

- Inquiry about the date of the next BUEA meeting, which is 10/12.

#### VI. For the Good of the Order

- Nothing for the Good of the Order.

#### VII. Adjournment

- Motion to adjourn at 1:19 pm by Paul Ash. Motion Seconded by Jackie Yenna. The motion was unanimously approved.

**Next BUEA Meeting will be on Wednesday, October 12, 2022**

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## Bloomington Urban Enterprise Association

10/07/22

## Balance Sheet

Accrual Basis

As of August 31, 2022

	Aug 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>First Financial Bank</b>	
FFB - Checking	-5,165.38
FFB - Money Market	52.37
FFB - Savings	2,288,098.61
<b>Total First Financial Bank</b>	2,282,985.60
German American Bank	215,404.51
IU Credit Union	203,419.94
Peoples State Bank	104,214.26
<b>Total Cash &amp; Cash Equivalents</b>	2,806,024.31
<b>Total Checking/Savings</b>	2,806,024.31
<b>Total Current Assets</b>	2,806,024.31
<b>Other Assets</b>	
<b>Notes Receivable - Long Term</b>	
Big Brothers Big Sisters	23,495.35
Big Time Trading	23,495.35
Blooming Pets Alive	10,000.00
BTown Beauty Supply	14,097.21
Gaian Hands	6,578.69
KC Designs	18,796.30
Lash Envy	4,858.84
Michael's Uptown Cafe	7,360.97
My Fin, The Tap	9,135.87
My Sport's Locker	50,000.00
PALS	22,950.47
Red Tire Cab	11,518.92
Sew Secret	4,699.06
Spiral Bodies	17,856.47
Vanishing Aesthetics	46,990.70
<b>Total Notes Receivable - Long Term</b>	271,834.20
<b>Total Other Assets</b>	271,834.20
<b>TOTAL ASSETS</b>	<b>3,077,858.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	1,565,019.23
Unrestricted Net Assets	1,099,440.33
Net Income	413,398.95
<b>Total Equity</b>	3,077,858.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,077,858.51</b>

## Bloomington Urban Enterprise Association

## Balance Sheet

10/07/22

As of September 30, 2022

Accrual Basis

	Sep 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>First Financial Bank</b>	
FFB - Checking	-5,135.38
FFB - Money Market	42.37
FFB - Savings	2,286,711.33
<b>Total First Financial Bank</b>	2,281,618.32
German American Bank	215,441.10
IU Credit Union	203,459.51
Peoples State Bank	104,214.26
<b>Total Cash &amp; Cash Equivalents</b>	2,804,733.19
<b>Total Checking/Savings</b>	2,804,733.19
<b>Total Current Assets</b>	2,804,733.19
<b>Other Assets</b>	
<b>Notes Receivable - Long Term</b>	
Big Brothers Big Sisters	22,992.13
Big Time Trading	22,992.08
Blooming Pets Alive	10,000.00
BTown Beauty Supply	12,886.45
Gaian Hands	6,296.64
KC Designs	18,393.73
Lash Envy	4,754.78
Michael's Uptown Cafe	7,083.19
My Fin, The Tap	8,989.23
My Sport's Locker	50,000.00
PALS	22,446.41
Red Tire Cab	11,518.92
Sew Secret	4,597.89
Spiral Bodies	17,090.93
Vanishing Aesthetics	45,984.26
<b>Total Notes Receivable - Long Term</b>	266,026.64
<b>Total Other Assets</b>	266,026.64
<b>TOTAL ASSETS</b>	<b>3,070,759.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	1,565,019.23
Unrestricted Net Assets	1,099,440.33
Net Income	406,300.27
<b>Total Equity</b>	3,070,759.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,070,759.83</b>

## Bloomington Urban Enterprise Association

## Profit &amp; Loss

10/07/22

August 2022

Accrual Basis

	<u>Aug 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Business Zone Loan Interest	251.81
Late Fees - Zone Loans	54.23
<b>Total Income</b>	<u>306.04</u>
<b>Expense</b>	
Bank Service Charges	10.00
Professional Services	
Ivy Tech	45,000.00
<b>Total Professional Services</b>	<u>45,000.00</u>
Scholarships	
Business Scholarships	1,200.00
Resident Scholarships	750.00
<b>Total Scholarships</b>	<u>1,950.00</u>
<b>Total Expense</b>	<u>46,960.00</u>
<b>Net Ordinary Income</b>	-46,653.96
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	129.01
<b>Total Other Income</b>	<u>129.01</u>
<b>Net Other Income</b>	<u>129.01</u>
<b>Net Income</b>	<u><u>-46,524.95</u></u>

## Bloomington Urban Enterprise Association

## Profit &amp; Loss

September 2022

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	<u>Sep 22</u>
Ordinary Income/Expense	
Income	
Business Zone Loan Interest	430.83
Total Income	430.83
Expense	
Bank Service Charges	10.00
Grants	
Recover Forward Grants	2,344.00
Zone Arts Grants	5,308.00
Total Grants	7,652.00
Total Expense	7,662.00
Net Ordinary Income	-7,231.17
Other Income/Expense	
Other Income	
Interest Income	132.49
Total Other Income	132.49
Net Other Income	132.49
Net Income	<u><u>-7,098.68</u></u>

## Bloomington Urban Enterprise Association Profit & Loss Budget vs. Actual

Accrual Basis

January through August 2022

	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
AIEZ Fees Refunded	17,466.51	12,000.00	5,466.51	145.6%
Business Zone Loan Interest	1,182.07	1,546.00	-363.93	76.5%
EZID Loan Program Interest	0.00	37,000.00	-37,000.00	0.0%
Late Fees - Zone Loans	76.22			
Zone Membership Fees	464,535.28	262,867.00	201,668.28	176.7%
<b>Total Income</b>	<b>483,260.08</b>	<b>313,413.00</b>	<b>169,847.08</b>	<b>154.2%</b>
<b>Expense</b>				
Advertising and Promotion	0.00	1,000.00	-1,000.00	0.0%
Bank Service Charges	29.99	0.00	29.99	100.0%
Grants				
City Art Program	0.00	30,000.00	-30,000.00	0.0%
Dimension Mill Zone Day Passes	1,000.00	1,000.00	0.00	100.0%
Facade Grants	0.00	40,000.00	-40,000.00	0.0%
Grants-Miscellaneous				
SBDC	0.00	45,000.00	-45,000.00	0.0%
Grants-Miscellaneous - Other	0.00	0.00	0.00	0.0%
<b>Total Grants-Miscellaneous</b>	<b>0.00</b>	<b>45,000.00</b>	<b>-45,000.00</b>	<b>0.0%</b>
Lemonade Day	2,500.00	2,500.00	0.00	100.0%
Recover Forward Grants	0.00	0.00	0.00	0.0%
School Grants	0.00	35,000.00	-35,000.00	0.0%
Zone Arts Grants	3,250.00	80,000.00	-76,750.00	4.1%
Grants - Other	3,250.00			
<b>Total Grants</b>	<b>10,000.00</b>	<b>233,500.00</b>	<b>-223,500.00</b>	<b>4.3%</b>
Insurance Expense	3,506.00	3,500.00	6.00	100.2%
Miscellaneous Expense	0.00	500.00	-500.00	0.0%
Payroll Expenses	0.00	8,000.00	-8,000.00	0.0%
Professional Fees				
Accounting	0.00	2,500.00	-2,500.00	0.0%
Management	0.00	40,000.00	-40,000.00	0.0%
Project Administration	0.00	12,210.00	-12,210.00	0.0%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>54,710.00</b>	<b>-54,710.00</b>	<b>0.0%</b>
Professional Services				
Ivy Tech	45,000.00			
<b>Total Professional Services</b>	<b>45,000.00</b>			
Scholarships				
Business Scholarships	3,152.42	5,000.00	-1,847.58	63.0%
DEI Training Scholarships	3,500.00	15,000.00	-11,500.00	23.3%
Resident Scholarships	5,595.00	10,500.00	-4,905.00	53.3%
<b>Total Scholarships</b>	<b>12,247.42</b>	<b>30,500.00</b>	<b>-18,252.58</b>	<b>40.2%</b>
Void	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>70,783.41</b>	<b>331,710.00</b>	<b>-260,926.59</b>	<b>21.3%</b>
<b>Net Ordinary Income</b>	<b>412,476.67</b>	<b>-18,297.00</b>	<b>430,773.67</b>	<b>-2,254.3%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	922.28	1,240.00	-317.72	74.4%
<b>Total Other Income</b>	<b>922.28</b>	<b>1,240.00</b>	<b>-317.72</b>	<b>74.4%</b>
<b>Net Other Income</b>	<b>922.28</b>	<b>1,240.00</b>	<b>-317.72</b>	<b>74.4%</b>
<b>Net Income</b>	<b>413,398.95</b>	<b>-17,057.00</b>	<b>430,455.95</b>	<b>-2,423.6%</b>

## Bloomington Urban Enterprise Association Profit & Loss Budget vs. Actual

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
AIEZ Fees Refunded	17,466.51	12,000.00	5,466.51	145.6%
Business Zone Loan Interest	1,612.90	1,546.00	66.90	104.3%
EZID Loan Program Interest	0.00	37,000.00	-37,000.00	0.0%
Late Fees - Zone Loans	76.22			
Zone Membership Fees	464,535.28	262,867.00	201,668.28	176.7%
<b>Total Income</b>	<b>483,690.91</b>	<b>313,413.00</b>	<b>170,277.91</b>	<b>154.3%</b>
<b>Expense</b>				
Advertising and Promotion	0.00	1,000.00	-1,000.00	0.0%
Bank Service Charges	39.99	0.00	39.99	100.0%
Grants				
City Art Program	0.00	30,000.00	-30,000.00	0.0%
Dimension Mill Zone Day Passes	1,000.00	1,000.00	0.00	100.0%
Facade Grants	0.00	40,000.00	-40,000.00	0.0%
Grants-Miscellaneous				
SBDC	0.00	45,000.00	-45,000.00	0.0%
Grants-Miscellaneous - Other	0.00	0.00	0.00	0.0%
<b>Total Grants-Miscellaneous</b>	<b>0.00</b>	<b>45,000.00</b>	<b>-45,000.00</b>	<b>0.0%</b>
Lemonade Day	2,500.00	2,500.00	0.00	100.0%
Recover Forward Grants	2,344.00	0.00	2,344.00	100.0%
School Grants	0.00	35,000.00	-35,000.00	0.0%
Zone Arts Grants	8,558.00	80,000.00	-71,442.00	10.7%
Grants - Other	3,250.00			
<b>Total Grants</b>	<b>17,652.00</b>	<b>233,500.00</b>	<b>-215,848.00</b>	<b>7.6%</b>
Insurance Expense	3,506.00	3,500.00	6.00	100.2%
Miscellaneous Expense	0.00	500.00	-500.00	0.0%
Payroll Expenses	0.00	8,000.00	-8,000.00	0.0%
Professional Fees				
Accounting	0.00	2,500.00	-2,500.00	0.0%
Management	0.00	40,000.00	-40,000.00	0.0%
Project Administration	0.00	12,210.00	-12,210.00	0.0%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>54,710.00</b>	<b>-54,710.00</b>	<b>0.0%</b>
Professional Services				
Ivy Tech	45,000.00			
<b>Total Professional Services</b>	<b>45,000.00</b>			
Scholarships				
Business Scholarships	3,152.42	5,000.00	-1,847.58	63.0%
DEI Training Scholarships	3,500.00	15,000.00	-11,500.00	23.3%
Resident Scholarships	5,595.00	10,500.00	-4,905.00	53.3%
<b>Total Scholarships</b>	<b>12,247.42</b>	<b>30,500.00</b>	<b>-18,252.58</b>	<b>40.2%</b>
Void	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>78,445.41</b>	<b>331,710.00</b>	<b>-253,264.59</b>	<b>23.6%</b>
<b>Net Ordinary Income</b>	<b>405,245.50</b>	<b>-18,297.00</b>	<b>423,542.50</b>	<b>-2,214.8%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	1,054.77	1,240.00	-185.23	85.1%
<b>Total Other Income</b>	<b>1,054.77</b>	<b>1,240.00</b>	<b>-185.23</b>	<b>85.1%</b>
<b>Net Other Income</b>	<b>1,054.77</b>	<b>1,240.00</b>	<b>-185.23</b>	<b>85.1%</b>
<b>Net Income</b>	<b>406,300.27</b>	<b>-17,057.00</b>	<b>423,357.27</b>	<b>-2,382.0%</b>

## BUEA Workforce Initiative Grant Evaluation 2021-2022

Funded Evaluation

### Fairview

V Math Resources	6,515.00	VMath has been an effective intervention tool at Fairview. Classroom teachers and special education teachers have been able to use the materials with their students. We are also able to utilize the program with volunteers, service learners, and tutors who come in to work with our students because the program is so user-friendly. When looking at our ILEARN Math Assessment data, 68% of our students showed “standard growth” (the expected amount of growth a student should make from one year to the next) or above on the Spring 2022 assessment. This growth will allow our students to become closer to proficiency on the assessments. It is also important to note that our 6th grade students have been using VMath for many years. This grade had 74% of students show “standard growth” or above on the 6th grade ILEARN Math Assessment. This was the highest growth percentage of any grade level in our school. In addition to the high growth percentage, 66% of students reached the proficiency level expected by 6th grade students. This percentage was comparable (or better) than 6th graders throughout the district.
Math Seeds	455.00	47 out of 48 2nd-grade students showed growth on their math computation standard. While we can't attribute all of that progress to Math Seeds, the teachers felt that it was a very helpful resource for our students.
Generation Genius Science Subscription	1,620.00	The teachers who initially planned to use this subscription decided not to pursue it during the school year. The teachers felt that working to catch our students up was a higher level of priority at this time. We would like to propose putting this \$1,500 toward the purchase print editions of VMath workbooks to supplement the online system. This will be spend this school year.
Well Managed Consultant - Guest Teachers	1,730.00	Due to the shortage of guest teachers, we were unable to spend the funds as proposed. We were able to creativley complete this work within our school day without guest teachers. We would like to propose putting this \$1,600 toward the purchase of VMath workbooks and STEAM resources for robotics and coding.
Library Collection	3,240.00	Grant funds were used to purchase materials to enhance and update our non-fiction collection. We added 151 titles from various subject areas - STEM related, natural science, animal science, history, geography, arrts, math, biographies, military, social justice, careers & college, sports, holidays, and sign language. These books will strengthen our collection and support students in both curriculum support and pleasure reading. This will be spend this year.
Total Fairview	13,560.00	
<u>Summit</u>		

Summit Reset Room	2,214.00	<p>At Summit, we recognize the diverse needs of our students and want to continue to create opportunities for students to learn how to self-regulate, as well as give them safe spaces to work through emotions and practice the skills they are learning. Materials for our Reset spaces were purchased and are being used by students across our building. Our special education team, along with our Administrative team, is working with teachers and staff to provide opportunities for students to use these materials to “reset” during the day when needed. Coupled with our use of the Second Step SEL materials in class, we hope to continue to educate students on how they can help regulate their emotions and bodies and maximize their learning time in the classroom. Consumable materials such as cardstock, lamination, and velcro are currently being used to create token boards for students, as well as to create visual reminders of calm-down techniques and skills learned during SEL lessons. A variety of age appropriate sensory items, or fidgets as they are often referred to, were purchased to be used by teachers for students in need. Reset Kits are being created for classroom teachers to have access to for student use outside of our designated reset spaces. We will continue to ask for teacher feedback on the use and success of these items.</p>
Expanding STEAM	1,945.00	<p>Materials were purchased and are supporting our classroom teachers. As we continue to grow our STEAM opportunities for students, we will survey our teachers on what materials are the most engaging and are used regularly. To increase ties to our targeted literacy skills, STEAM related picture books were purchased to use in conjunction with the Picture Perfect STEM lessons previously purchased. One goal for this school year is to create more opportunities for cross-curricular applications for the use of our STEAM materials. Individual “STEAM to Go” kits will also be created for use by classes to enhance their classroom lessons and activities. Grade level teams will collaborate with the administrative and Title teams to look at student data to look for trends where STEAM lessons and opportunities are positively impacting student learning.</p>
Total Summit	4,159.00	
<u>Templeton</u>		



BAS Kits K-2, BAS Kits 3-6		<p>We purchased Fountas &amp; Pinnell Benchmark Assessment Systems (BAS) for our building to closely and efficiently monitor the progress of our students in grades K-6. These kits were added to what we already had, in order to meet the needs of both our primary and intermediate students. Templeton has a school improvement goal for reading. This goal was supported through this grant, by teachers having the ability to quickly monitor their classrooms in a systematic way across the building and grade levels. It provided an equitable way to monitor all students in the Spring simultaneously, which ensured that students academic needs were met expediently, instead of waiting for another teacher to finish the kit that was previously being shared with others. Once these kits came in, teachers received review instructions and a video tutorial created by our Instructional Coach on how to implement them into their classrooms. All BAS kits were inventoried and ready to be utilized in March, which was the Spring assessment window for the end of the year. All teachers had a kit checked out to them and 90% of teachers were able to get their end of the year data collected through BAS, using their Assessment Kits that were purchased, by the middle of May. With the BAS 1 and 2 kits in hand, we can see which students are growing in their reading skills and which are maintaining and may need more assistance with developing these reading skills. Through the Progress Monitoring, we have been able to see which students need remediation assistance and have continued to pull them into a designated 30 minute intervention block with qualified teachers and employees who use the data received through the BAS assessment, to place these low-achieving students into data-specific groups, targeting their deficit, in an effort to continue closing the academic gap. We have kept track of this using a school-wide data sheet. This fall, we were able to utilize the end of the year BAS scores in order to help us form Tier 2 support groups for all grade levels by the ninth day of the academic school year. This has been a goal for the building and one that was finally achieved now that all teachers have access to their own BAS Assessment Kit.</p>
	\$7,505.00	
Total Templeton	7,505.00	
<b>TriNorth</b>		
Outdoor Learning Classroom	9,776.00	The outdoor learning classroom is on the build schedule with the Hoosier Hills Career Center building and trades class for the spring of 2023. It took a little time to identify, after the construction of the school the perfect location for the outdoor learning center.
	-	
Total Tri-North	9,776.00	
Total	35,000.00	

**BUEA Workforce Initiative Grant 2022-2023**Total  
Request**Fairview**

V Math Resources	3,240.00
Literacy Resource Needs	4,008.00
Sound Walls / Magnetic Alphabet & Numbers	
Instruction Coach resources	
Classroom libraries for new teachers	
Wobble Chairs	1,080.00
STEAM and Math Games	2,340.00
Coding Robots	
Various STEAM and Math Games	
Library	3,240.00
Total Fairview	13,908.00

**Summit**

Decodable Readers	3,350.00
RAZ Kids Learning A-Z	2,160.00
Math Fluency Intervention Kits	702.00
Total Summit	6,212.00

**Templeton**

Literacy Interventions Resources	7,546.00
Heggerty teacher curriculum	
Bridge the Gap	
SPIRE decodable readers	
Pioneer Valley Decodable books K-1and storybooks	
Reading A-Z licenses	3,873.00
Math Remediation Resources	1,134.00
Total Templeton	12,553.00

**TriNorth**

Library Resources

2,327.00

-

Total Tri-North

2,327.00

Total

35,000.00

**Bloomington Urban Enterprise Association  
Emerging Workforce Technological Education Grant Application  
2021-2022 School Year – Grant Proposal**

Organization Name: Foundation of Monroe County Community Schools  
Address: 315 North Drive, Bloomington IN 47401  
Contact Name: Cyrilla Helm  
Phone: 812 330 7700 ext 50065  
Email: [mhelm@mccsc.edu](mailto:mhelm@mccsc.edu)  
Total funding: \$

Thank you very much for the opportunity to submit this grant on behalf of the students at Fairview, Summit, Templeton, and Tri North. Your support to these BUEA zone enrollment schools is dramatically impacting education for these students. Transportation records show that there are approximately 720 MCCSC students that live in the BUEA zone. You are ensuring they have the resources needed to build confidence and academic success. Below are requests from each of these schools. A summary of this detail is also included.

**School Name: Fairview Elementary**  
**# Students who live in the Enterprise Zone: 174**  
**Percentage of total student enrollment: 50%**  
**Total Amount Requested: \$13,908**

Fairview Elementary is a community school, focused in an integrated arts core curriculum. The school is uniquely located in the heart of the Bloomington Entertainment and Arts District (BEAD) in downtown Bloomington and the Bloomington Urban Enterprise Zone. Fairview serves a population where 90% of its students receive free and reduced lunch.

Fairview Artful Learning School is committed to providing its students a respectful, rigorous, and engaging learning environment where the artistic process, along with inquiry and collaboration are used to promote lifelong learning and high levels of achievement. We can see the growth in our students in academic proficiency, self-confidence, and expression.

We are requesting your help in the following areas of need:

**Grant Need (1) VMATH**  
**Amount: \$3,240**

VMATH has been an effective intervention tool at Fairview. The BUEA grant last year allowed us to expand the resource to grades 2-5; with grade 6 being funded by MCCSC. Classroom teachers and special education teachers are able to use the materials with their students. We are also able to utilize the program with volunteers, service learners, and tutors who come in to work with our students because the program is so user-friendly. As reported in our evaluation our ILEARN Math Assessment data, 68% of our students showed “standard growth” (the

expected amount of growth a student should make from one year to the next) or above on the Spring 2022 assessment. Our math team believes VMath has been a great resource in helping our students achieve this growth. This funding will enable us to expand the license fee for grade 2-5 for the school year 2023-2024. The license runs with the school year. It is important for our students to have the VMath available for the full school year. The timing of the grant causes this interruption and proper planning is the solution.

We also plan to purchase workbooks with funds from last years that were not spent to supplement the online system. That cost is \$2,719. The BUEA support is helping us accelerate math skills for our students and get them where they need to be post pandemic.

**Grant Need (2)**            **Literacy Resources**  
**Amount:**                **\$4,008**

This year we would like to request a variety of literacy resources to impact reading skills K-6. To complete sound walls in our K-2 classrooms we need to purchase an additional five sound walls. We would like to add eight sets of magnetic alphabet and numbers. Research shows that using letter and number manipulatives is an important way to help children learn. They are able to feel the shape of the letter and arrange them to form words. This is especially important in building small motor skills as children learn to write letters and numbers. We will also purchase decodable readers for our instructional coaches and inclusion teachers.

This year Fairview has nine new teachers. Most of these teachers are new to their profession and need support in building their classroom library. These books will support high interest titles, appropriate reading levels, and also align with our equity goals and diversity of authors. These book sets reflect 73% of this need.

**Grant Need (3)**            **STEAM, Math & ELA games**  
**Amount:**                **\$2,340**

Our 5<sup>th</sup> grade team would like to add Coding Robots to their STEAM curriculum. This will provide a hands-on learning opportunity for our 5<sup>th</sup> graders that builds math and coding skills while making the learning fun. We also need to expand and refresh math and English Language Arts (ELA) games. These resources are well used during the school year. This will replace some games and add new ones. Examples include Fraction War Math Game grade 2-5; Crazy Fractions Card Game grades 3-6, and Think2Master Wacky Card game grade 3-5.

**Grant Need (4)**            **Library Materials**  
**Amount:**                **\$3,240**

The Fairview Library has steadily increased the age of the collection with your support. We would like to continue adding new fiction and nonfiction books to support curriculum and pleasure reading. We will add titles that are STEM related, natural science, animal science, history, geography, The Arts, math, biographies, military, social justice, careers & college, sports, holidays, and sign language.

**Grant Need (4)**            **Wobble Chairs**  
**Amount:**                    **\$1,080**

Our 5<sup>th</sup> grade team would like to explore wobble chairs in the classroom. Wobble chairs are a specially designed chair and is a great flexible seating option. It is ideal for kids who like to wiggle and wobble while they sit, each super-safe chair has a rounded base that allows a little movement—without tipping over! Several students in a particular classroom have difficulty staying focused and need to expend extra energy. We would like to pilot this flexible seating option for a classroom and study impacts it may provide in student learning. This grant will purchase 10 adjusted wobble chairs.

**School Name:**            **Summit**  
**# Students who live in the Enterprise Zone:** **146**  
**% of Total School Enrollment:** **25%**  
**Total Requested:**        **\$6,212**

Summit Elementary is a Title 1 school with 44% of its students receiving free and reduced lunch. It is located at 1450 W Countryside Lane. The school total enrollment is 612 students and 25% of its students live in the BUEA residential area. Summit is as a Dual Language Immersion school in the Spanish language. Students are taught in Spanish for part of the day and in English for part of the day. The goal with the program is to have students who are not just bilingual, but biliterate as well.

The areas of need at Summit include the following:

**Grant Need (1):**            **Decodable Readers**  
**Amount:**                    **\$3,350**

Summit Elementary serves a diverse population of students each day. Our students come to us from diverse socio-economic, racial, and language acquisition backgrounds. Each day our teachers and staff work diligently to meet the academic needs of our students. A priority this year is to close learning gaps for all students caused by a variety of factors, including the pandemic. Many students struggle with reading achievement due to deficits with their decoding skills. This request is to purchase decodable readers that will be used in conjunction with the Orton Gillingham and Heggerty instruction supported by MCCSC. Decodable readers will provide students the opportunity to practice specific skills they are learning in real time.

This funding will also purchase additional copies the Ortho Gillingham teacher copies to support the curriculum.

**Grant Need (2):            Learning A-Z Raz-Kids**  
**Amount:                    \$2,160**

Raz-Kids is an online interactive e-reading program complete with comprehension checks and engaging levels reading materials for students in K-6<sup>th</sup>. The program gives students access to 400+ eBooks and eQuizzes, in English and Spanish, with new books added each month. Corresponding eQuizzes check comprehension, providing teachers with skill reports. Raz-Kids also has an online running record option for teachers to digitally assess reading fluency. Student can access Raz-Kids from home. This funding will provide an annual license for the school.

**Grant Need (3):            Math Fluency Intervention Kits**  
**Amount:                    \$702**

A priority for our teachers is to close learning gaps for all students in math. Our teachers and staff recognize there is a need for students to strength their fluency in the areas of addition, subtraction, multiplication, division, as well as foundational knowledge of fractions and decimals. We would like to expand our intervention materials to include more hands-on methods and materials that give students the opportunity to practice fluency. The intervention kids would be integrated into Tier II and Tier III instructional times to increase math skills and provide growth in math standards.

**School Name:            Templeton**  
**# Students who live in the Enterprise Zone: 74**  
**% of Total School Enrollment: 15%**  
**Amount Requested: \$12,553**

Templeton Elementary School, located in the heart of Bloomington, has a total student population of 400 students from preschool through sixth grade. Over 50% of our students receive free or reduced lunch. In spite of some of the difficult life circumstances that many of our students face, they are bright and hardworking individuals who work hard in the classroom. Templeton is an International Baccalaureate School.

**Grant Need (1):            Literacy Intervention Resources**  
**Amount:                    \$7,546**

Templeton has a school improvement goal for our students in reading and math. This goal includes supporting our students at their current level and providing instruction that will meet annual academic growth in literacy and math. Many students have experienced learning loss. This is caused by a variety of factors for our students and the Covid-19 pandemic is a

contributing factor. To meet our literacy goals, we would like to request the following resources.

MCCSC has adopted the Heggerty Phonemic Awareness curriculum. This program is tailored to the phonemic awareness piece of reading and is required for all K-2 teachers within their 90-minute literacy block every day. Each day classroom, special education, and title teachers utilize this curriculum with their students, but it is hard to do without each person having their own book to teach from. The corporation is helping to purchase some, but we need all teachers to have a copy. This request will purchase additional teacher curriculum guides to give all teachers a copy for their classroom.

We would like to purchase 2 sets of Pioneer Valley decodable readers for K-1 students and phonics based storybooks. These books will give our students access to books that emphasize decoding and phonemic awareness lessons. These books will give our students lots of different books to read and continuously practice their decoding skills. These materials can be used in small groups and individually to help our children practice and become more proficient readers.

This past year our school was able to purchase the research-based remediation program, S.P.I.R.E. for our remediation students in grades 4-6. It can be challenging to find programs that target the remedial skills for intermediate students, without them feeling discouraged, due to the primary feel of the curriculum. S.P.I.R.E. is different and meets these older students at their level with books that make them feel less self-conscious of their deficiencies. The kits did not come with enough books to fully implement the curriculum in a small group instruction. We would like to expand this amazing tool by purchasing four additional sets of decodable readers both level A and level B books. These books will greatly enhance our literacy blocks and small group instruction. We will also add eight Bridge the Gap manuals for 5<sup>th</sup> and 6<sup>th</sup> grade teachers in literacy intervention.

**Grant Need (2):        Reading A-Z licenses**  
**Amount:                3,873**

We also would like to purchase the extension for our Reading A-Z licenses. Raz-Kids is an online interactive e-reading program complete with comprehension checks and engaging levels reading materials for students in K-6<sup>th</sup>. The program gives students access to 400+ eBooks and eQuizzes, with new books added each month. Corresponding eQuizzes check comprehension, providing teachers with skill reports. Raz-Kids also has an online running record option for teachers to digitally assess reading fluency. Student can access Raz-Kids from home. This program allows for differentiation for all students, in order to be met where they are academically whether it be for remediation, maintenance, or enrichment. This program is all inclusive for students in grades K-6.

These resources will build instruction that allows students to not just fill in academic gaps but build literacy skills that will help them reach their full potential.



**Grant Need (3):            Math Intervention Resources**  
**Amount:                    \$1,134**

To help meet our school improvement goals in math we would like purchase Versa Tiles across our K-6 grades. VersaTiles are a fun engaging cross-curricular set of manipulatives that allow instant feedback to student to see if they are getting math problems and reading problems correct. These manipulatives support remediation, maintenance and enrichment for students. As an International Baccalaureate (IB) schools, our students need opportunities to put their critical thinking skills to practice. VersaTiles help students build math and literacy proficiency in a challenging and rewarding way.

**School Name:            Tri North Middle School**  
**# Students who live in the Enterprise Zone: 61**  
**% of total enrollment: 11%**  
**Amount Requested: \$2,327**

Tri-North Middle School is located at 1000 W. 15th St., just off West 17th St. The school serves families and communities on the north side of Bloomington and Monroe County. It students have attended Fairview, Highland Park, Arlington, and Marlin elementary schools. The school's enrollment is 582 with 42% of students eligible for free and reduced lunch. Students from Tri-North attend Bloomington High School North or The Academy for Science and Entrepreneurship.

**Grant Need (1)            High Interest Reading for Library**  
**Amount Requested:        \$2327**

This year we would like to request a variety of high interest reading materials for the TriNorth library. This funding will enable us to add books that students want to read. We will be able to purchase books in popular series and authors will engage our students in reading. Currently there is a strong emphasis on improving literacy skills for children struggling post pandemic. We want to add pleasure books, magazines, and other print material that will make reading fun and at the same time engage students in reading.

**ADDENDUM TO HISTORIC FAÇADE GRANT AGREEMENT**  
**between the**  
**BLOOMINGTON URBAN ENTERPRISE ASSOCIATION**  
**and**  
**DIMENSION MILL, INC.**

This Addendum supplements the Historic Façade Grant Agreement (“Agreement”) between the Bloomington Urban Enterprise Association (“BUEA”) and Dimension Mill, Inc. (“Grantee”), as follows:

1. Term of Agreement. The term of the agreement shall be extended until July 1, 2023.
2. Activities to be performed by the Grantee. In addition to the activities described in the Agreement, Grantee may also use the funds for repairs regarding exterior lighting fixtures and roofing as detailed in Exhibit A-1, which is attached to this Addendum.
3. Project Completion. All activities funded under the Agreement and this Addendum shall be completed by July 1, 2023.
4. Integration: This Addendum is an integrated component of the Agreement.
5. In all other respects, the Agreement shall remain in effect as originally written.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed the day and year last written below:

**BLOOMINGTON URBAN ENTERPRISE  
ASSOCIATION**

**DIMENSION MILL, INC.**

\_\_\_\_\_  
Julie Donham, Chair

\_\_\_\_\_  
Pat East, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A-1**

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**Dimension Mill Inc.**  
642 N Madison Street  
Bloomington, IN 47404

## Exterior Light & Roofing Repair

### LIGHTS

The Mill has 22 exterior lights that were installed as part of the original building renovation in 2018 (11 on the west/front wall; 5 on the north and east walls; and 3 on the south wall). The lights themselves are fine. However, the bricks to which they are attached are old and soft. In the original installation, the lights were attached to the masonry incorrectly, using the wrong screws and inadequate support behind the fixtures to house the wires. Over time, the screws slowly pull out of the soft brick, and the lights start to sag. Eventually the lights fall off the brick and dangle, held only by hazardous exposed wires (see photos). Special masonry screws, anchors, and fixture boxes are needed behind the lights to provide adequate support.

The cost to have a mason from Golden Hands Construction correctly re-affix 2 existing lights that became hazardous was \$250 (which The Mill paid in June 2022). There are 20 remaining lights, some of which are already sagging. Because exposed electrical wire is a safety hazard, the attachment of the remaining lights needs to be proactively addressed. Golden Hands has submitted a proposal to repair the remaining lights for \$2,450.

### ROOFING

The Mill's roof had several leaks that were repaired earlier this year. On March 22, 2022, Steve's Roofing and Sheet Metal made the following repairs:

- Second to last bay, 6 spots were re-welded
- On the flat roof part, an additional 6 spots/corners needed to be re-welded and patched
- Far end (bays 4 & 5) had a 2ft and 1ft spot that needed welded and patched
- Around 42 patches were used

The total bill was \$2,100, which The Mill has already paid.

**Total Match: \$2,450** (\$2,100 paid for roof patches, \$250 paid for repair of 2 lights, additional \$100 toward repairing other 30 lights)

**Total Request: \$2,350** for balance of repair of other 20 lights

**Pat East**  
*Executive Director*  
pat@dimensionmill.org  
317.965.2155 (c)

**Jason Whitney**  
*Chair of the Board*  
jaswhitn@iu.edu  
765.994.0086 (c)

**DIMENSIONMILL.ORG**  
@ dimension\_mill  
dimension\_mill  
DimensionMill

**SRS**

# Steve's Roofing & Sheet Metal

**SRS Invoice**

5108 S Commercial St - Bloomington, IN 47403-8821  
Located in Robinson Industrial Park at the Southwest Corner of Victor Pike & South Hwy 37  
Phone (812) 824-3006 ~ Fax (812) 824-3009

BILL TO:

**Dimension Mill  
642 N Madison  
Bloomington, IN 47404**

DATE	3/22/22
INVOICE #	19081
TERMS	Due Upon Rece...

NOTICE: Warranties are NOT Valid until Invoices are Paid In Full.  
A Finance Charge based on 24% APR will be charged on all amounts over 10 days.  
A \$25.00 Monthly Statement Fee will assessed on all accounts over 30 days.

P.O. #: contract/Patrick East  
PROJECT: 3210

DESCRIPTION OF WORK COMPLETED	AMOUNT
Repaired the peak flashing on four affected "Saw Tooth". Repaired the leak at the HVAC unit on the West side.  Mailed past due on 6/2/822 e-mailed invoice on 3/22/22	2,100.00

**Past Due  
PLEASE SEND CH  
IMMEDIATELY**

*Thank You! We Appreciate Your Business!*

**TOTAL AMOUNT DUE \$2,100.00**

Tired of Hassling with Gutter Cleaning? Our No-Clog Gutter Shield is a Solid Aluminum Shield that is Custom Fabricated to fit your Existing Gutters to create a Self-Flushing Gutter System that is Guaranteed! This System eliminates seasonal gutter cleaning and protects your home from the damages of overflowing gutters and excessive ice build-up due to clogged gutter systems!  
**Call to Schedule Your Free Estimate Today!**

Our Services also include Certified Velux Skylight & Roof Window Installation, Roof Stain Removal & Treatment, Custom Copper Roofing, and Annual Roof & Gutter Maintenance.

*Please detach and return this section with your payment for proper credit. Retain this invoice for your permanent records.*

Dimension Mill  
642 N Madison  
Bloomington, IN 47404

Payment Type:  Check  Visa  Mastercard

Card No. \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_