

# Bloomington Urban Enterprise Association Board Meeting

February 8, 2023

Noon.

In-Person

City Hall-1-Cityhall McCloskey Conference Room

The meeting called to order at 12:00 PM

## **Roll Call - De de la Rosa**

- De de la Rosa (Executive Director)
- Julie Donham
- Mary Morgan
- Cheryl Gilliland (Director of Auditing and Financial Systems, Controllers Office)
- Kate Rosenberger (Virtual)
- Felisa Spinelli
- Paul Ash
- Alex Crowley
- Heather Robinson
- Holly Warren
- Chaz Mottenger

## **I. Approval of Minutes (January 2023)**

\*Motion to approve January 2023 minutes by Paul Ash. Motion seconded by Mary Morgan. The board unanimously approved the January 2023 minutes.

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

- Director's Report
  - MCCSC grant
    - \$35,000 was disbursed to MCCSC from the 2022 fiscal year. Executive Director is waiting for signatures from the Board to initiate the second \$35,000 to MCCSC.
  - Grant Cycles
    - ESD staff is working on releasing all the resident and business grants on Survey Apply by the end of the month. The DEI/ Anti Racism scholarship went live on February 7th, 2023, and is quarterly.
  - BUEA Contracts
    - The Executive Director is updating contracts with Ivy Tech and the Boys and Girls Club (Lemonade Day).
  - BUEA Onboarding Packet
    - There is a preliminary introduction packet currently being created by the Executive Director. The packet is designed for future BUEA

members to have a reference for the BUEA and Board meeting expectations.

- BUEA Marketing Position
  - Executive Director is putting together a job posting for the BUEA Marketing position. She will be working with Legal to determine how the contracting process through the BUEA would work.
  
- Financial Reports
  - Cheryl Gilliland presented the current financials of the BUEA. (Financial Reports are attached at the end)
  - All BUEA loans have been paid back except for one entity. Executive Director will reach out to the organization to work on a solution.

\*Motion to approve February 2023 financials by Paul Ash. Motion seconded by Felisa Spinelli. The February 2023 financials were unanimously approved.

### III. **New Business**

- Introducing Heather Robinson
  - The board is excited to welcome Heather and looks forward to all the expertise she will bring to the BUEA!

\*Motion to postpone the Election of Officers meeting to February 2023 by Paul Ash. Motion seconded by Alex Crowley. The motion was unanimously approved.

### IV. **Unfinished Business**

- Signing privileges for accounts
  - Karin St. John, former vice president of the BUEA, requested that her name be removed from BUEA bank accounts. There are three BUEA bank accounts.
  - Each Bank has a different process for removing a person from the cards. The next step for the BUEA is to determine who should be whose name should be on the cards. Previously it has been a person in Controllers Office, ESD Director, and a few board members. This list should be standardized across all cards.
- Elections & open seats
  - Chris Cockerham is interested in the Plan Commission seat. His approval is currently being run through the Office of the Mayor.
  - The office of the Mayor will suggest a person for the BUEA Labor position.
  - Two people have currently applied for the resident position.
  - The Executive Director will contact board members to discuss their roles and responsibilities to the Board and determine if they would like to keep or change their positions.
  - The goal is to hold an election in March 2023.

### V. **General Discussion**

- The passing of Jackie Yenna
  - Condolences to the family and friends of Jackie Yenna. We thank him for all his years of dedication to the BUEA.
- Taxes
  - Cheryl Gilliland has been searching for a CPA who will submit the BUEA taxes annually. The Controller's Office has decided on Olsen and Company. Olsen and Company will charge \$600 yearly for tax preparation and \$750 for financial statement preparations. There is no action required from the BUEA. This city of Bloomington Administrative changed due to the previous CPA retiring.
- Bloomington Arts Commission
  - BAC has kicked off its first 2023 grant cycle. There is a kickoff event and press release on the week of 02/13 for this cycle.
- Grants
  - The Board discussed having people go out to the community and explain the grant application process to people interested in applying. Felisa volunteered to talk to community members eligible to apply for these grants. The Board also discussed including outreach initiatives for the marketing position.

## VI. Adjournment

-The meeting adjourned at 12:52 pm.

**The next BUEA Meeting will be on Wednesday, March 8, 2023.**

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