

West Michigan Regional Prosperity Alliance

Steering Committee Meeting

9/25/14

GVMC Offices

678 Front Ave Suite 200

Grand Rapids, MI 49504

Attendees: John Weiss - GVMC
David Bee - WMRPC
Steve Bulthuis - MACC
Simone Jonaitis - GVSU
Erin Kuhn – WMSRDC
Jacob Maas – ASCET – Call In

- I. Phase II Application – Due November 1, 2014
 - A. Dashboard – Proof Required for Application
 1. The Communications Plan and lack of Website and Dashboard was discussed
 2. Gayle distributed the Dashboard created at GVMC. Discussion included ways to improve it and possible additions. Everyone is to forward Gayle items they feel should be included.
 - B. Cover Letter
 1. The cover letter for the grant application is required to have signatures from the Directors and Chairs of all the main partnering agencies. John distributed the letter, which was signed by those there. Dave Bee will seek additional signatures and then return it to Erin.
 - C. Other
 1. New application to include objective of partnering with other regions (8 on rail & freight, north region on environmental and water quality)
- II. Steering Committee Participation for Next Year
 - A. John asked how participation for next year should be determined, as there may be Steering Committee positions that could be filled by more active participants.
 1. Jacob suggested reaching out to the sectors to see if they want to continue with current representation.
 2. Erin suggested attendance record could be included in that communication.
 3. Steve asked if maybe additional at-large positions should be created to be filled by the philanthropic sector.

4. Three additional positions for the philanthropic sector will be written into the application.

III. Budget Review

- A. John asked if there were any more invoices coming from the various partners for work done for this year. – None
- B. Because of the fiscal responsibility shown by the West Michigan Regional Prosperity Alliance, there is a carryover of funding of about \$180,000 from this year to next. We will be applying for the full \$250,000 in the upcoming application.
- C. John stated no money was spent on public relations this year. The RPI would like to see money set aside for continued collaboration
- D. Steve discussed making cash contributions to the projects. John suggested making one category “project support” rather than mandating a certain amount to every project as they all will have different needs.
- E. Draft Budget
 1. Project Support \$310,000
 2. Administration \$50,000
 3. Communications \$20,000
 4. Facilitation of Collaboration / Cooperation \$50,000 (maybe region to region collaboration)

IV. October 10 Meeting – GVSU

- A. Presentations
 1. Not everyone has responded regarding their presentation.
 2. Order of presentations will be by random draw.
 3. Deadline to submit AV, etc. to Erin is Oct. 6
- B. Agenda
 1. Parking Lot H will be used, no pass is necessary. Simone distributed a map, and will get to Gayle an enlarged map.
 2. Attendees will enter the Kirkoff Center. There will be signage, a kiosk and guides to direct to Pere Marquette Room 2204 .
 3. Tom Butcher will welcome everyone (President Haas will join the group later)
 4. John to give overview and do process PowerPoint, including next steps and new application. ****Remind John – West Michigan Recognized Regional Projects & will be funding***
 5. Steve & Erin will do a warm up voting exercise on demographics of attendees (sector, county group, attended previous sessions, village, city, township, etc.). Also do on the fly vote regarding priorities (environment, talent, infrastructure)
 6. Presentation of 6 Projects – 10 min each, 5 for questions. Steve time keeper.
 7. Brief closing
 8. Steering Committee meeting to follow in Room 2266.

C. Meeting Notes

1. Round tables for 100 – 125 people. 2 screens, projector, & laptop.
2. Erin will bring the voting clickers
3. Beverages will include coffee, tea, water & pastries, etc.
4. Simone will make sure a tech person is there.
5. Commons info will be distributed to those interested also
6. Simone will schedule lunch for the following Steering Committee meeting for 20 – 25 people

D. Other

1. Gayle to send e-mail to steering committee sending RSVP list, asking if any additional attendees and asking to submit changes to the plan (which is on line for 1 ½ months & Dave sent out today) by October 3.
2. Gayle to get various clean air note pads, pens, etc. from Andrea for meeting
3. Gayle to send e-mail to those attending with map, 6 projects and directing them to the website to see the entire list of projects. “Thank you for RSVP, Meeting will be 10-12 in Pere Marquette Room of the Kirkoff Center at GVSU in Allendale. The project list originally was 31 and narrowed down to 6 based on selection criteria. For further info, see website”

V. Plan Review

- A. John – Must take out remarks regarding investigating dividing into smaller sub regions. No one attending the meeting had ever read that “goal” before.
- B. A section which explains the voting and ranking of 6 projects on Oct. 10 needs to be inserted.
- C. Need a flashy, color, Executive Summary