

GLOW Works, Inc. Board Meeting

12/17/25, 10:00 AM Zoom

Approved Minutes

Members Present: Norb Fuest, David LeFeber, Ken DeRoller, Holly Mitchell

Excused:

Guests: Tracy VanVleck, Michelle Williams, Shannon Hillier, John Lockhart

Norb brought the meeting to order at 10:11 am and there was a quorum at the meeting.

UPDATES

- Review and approval with changes of the minutes from the previous meeting. **VOTE**>Holly made the motion for approved changes, removing #3 from Action Items and changing Ken's name to David in Action Item #2; Ken seconded the motion, all members present were in favor of the motion, and the motion was carried.
- Tracy highlighted various governmental grants available for workforce development, including those related to cannabis revenue reinvestment for youth programs. She expressed a commitment to focusing on in-school youth to provide necessary skills for work experience. Another significant grant opportunity is from the Greater Rochester United Way aimed at increasing staffing and the importance of applying for smaller grants for business attire and supplies for the homeless, as well as upcoming Department of Labor grants for veterans and disability services. Tracy indicated that these grants could help alleviate staff workloads and improve service delivery.

Discussion on Legal Structure and Insurance for GLOW WITH YOUR HANDS

- Norb explained the GWYH originated from the GLOW WDB and has since become a separate organization with its own Board members. He suggested that incorporating would protect their Board members, while Livingston County highlighted the importance of maintaining distinct legal and financial identities for both entities to avoid confusion.
- Ken highlighted the necessity of maintaining separate funds and compliance with regulation for the 501c3 operation with Norb supporting this view.
- The team discussed the formation of an advisory committee to provide recommendations without decision-making power, addressing previous concerns about changing the bylaws.
- David and Livingston County suggested that the bylaws should allow for the creation of advisory committee form with GWYH to make recommendations to the GLOW WORKS Inc. which could help clarify spending and fundraising needs.

Action Items

- 1) Tracy will start discussing the upcoming grants, particularly focusing on governmental grants related to youth programming and workforce development releasing in early January.
- 2) Norb and/or Tracy will reach out to Shelly Stein to acknowledge her contribution to the organization.
- 3) Norb will discuss with the insurance carrier a rider for GWYH events and staffing should they not incorporate.
- 4) Tracy will update bylaws regarding GWYHs becoming an advisory board under GLOW Works Inc. to present to the next meeting.

Adjourn Meeting: Holly made the motion to adjourn the meeting at 10:37 am; Ken seconded the motion; all members present were in favor, and the meeting was adjourned at 10:37 am.

Next meeting to be determined.