

GLOW Works, Inc. Board Meeting

4/21/25, 11 am at GC Career Center

Draft Minutes

Members Present: Norb Fuest, Ken DeRoller, Holly Mitchell, Shelly Stein

Guests: Jay Lazarony, Michele Nichols

4/8/25 Meeting Minutes

- Holly made the motion to approve the 4/8/25 meeting minutes; Ken seconded the motion; and all members were in favor, and the motion was carried. The 4/8/25 meeting minutes were approved.

Open Board Seats

- Jay explained that with Shelly Stein agreeing to fill the Genesee County seat and David LeFeber agreeing to fill the Livingston County seat there is no change to the ByLaws but Jay will have the ByLaws signed with their signature at some point so that it is current with the board members. This is for tax purposes in July.

Proposal for Account Services for GLOW Works

- Jay reported that bookkeeping proposal is for \$10,200 for the period 7/1/25-6/30/26.
- Most of the funds that are run through GLOW Works are for the GLOW With Your Hands events; therefore the need to hire a bookkeeper, prepare taxes, and pay for the Coordinators to run the events is paid with GWYH funds, which is around \$35,000. Jay sees no concern with cash flow as GWYH Sponsorship Committee is very successful. **ACTION ITEM>** Jay will send out an agreement for these expenses to be paid by GWYH funds 50% in 2025 for Manufacturing event and 50% 2026 for Healthcare event as opposed to the original 45% to manufacturing, 35% to healthcare, and 20% GLOW Works funds.
- Jay noted concern moving forward with GLOW WDB Staff performing GLOW Works Inc. activities without offsetting time allocation from WIOA could result in disallowed costs as they are paid 100% with WIOA funds. This also puts Livingston County as Grant Recipient in jeopardy. It was noted the bookkeeper and a full board should reduce this risk.
- Jay also shared concern of using personal credit card for GLOW Works, Inc. activities and thinks it would be good practice to get one through GLOW Works, Inc. Norb agreed to pursue a credit card with the GLOW Works, Inc. bank in the coming weeks.
- **ACTION ITEM>** Jay will send out GLOW Works, Inc. account information to all.

Adjourn Meeting: Holly made the motion to adjourn the meeting at 11:34 am; Ken seconded the motion; all members present were in favor, and the meeting was adjourned at 11:34 am.