

GLOW Works, Inc. Board Meeting

4/21/26, 4:00 PM Zoom

Approved Minutes

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

Guests: Tracy VanVleck, Michelle Williams

Norb brought the meeting to order at 3:56 pm and there was a quorum at the meeting.

UPDATES

- Review and approval of the December 17th GLOW Works Inc. meeting minutes. **VOTE**>Holly made the motion to approve the minutes; Ken seconded the motion, all members were in favor, and the motion was carried.
- Tracy reported securing or pursuing multiple substantial grants, including a grant received for \$25,000 from ESL for Supportive Services, a potential \$120,000 youth workforce grant from Community Foundation of Buffalo, a \$200,000 United Way grant for training dollars and GWYH events currently being written for and a proposal and an upcoming million-dollar grant she plans to pursue in the fall.

GLOW Works Inc. Grant Management Discussion and Grant Application Oversight Process

- Tracy proposed to be the main grant portal contact and add approved grant writers. Government grants will continue to route through Livingston County as the fiscal agent when applicable and the board agreed that Tracy should be the primary contact in grant portals and add approved writers as needed, pending formal motion and communication strategy through GLOW Works Inc. Board. Tracy emphasized the importance of having a communication strategy with partners before making changes to portal access and bylaws. The group agreed to make changes to the bylaws and portal access but decided to first have a motion and communication strategy in place before implementing these changes.

GLOW Works Inc. Bylaws Discussion

- The bylaws Tracy submitted were reviewed, with specific focus on adding the advisory board to the bylaws to better connect and clarify GLOW With Your Hands' relationship to GLOW Works Inc. Legal advice was cited that including this language, reducing organizational risk and providing clearer authority for holding and disbursing funds. Holly clarified that GLOW Works Inc. exists to support organizations like GWYH that cannot obtain 501c3 status themselves, acting as a pass-through entity for funds and bill payments. The discussion highlighted the need to better define the connection between GLOW Works Inc. and GWYH through the advisory board.

Advisory Board Composition and Membership Discussion

- Attendees discussed potential advisory board membership and how to reference position holders rather than naming individuals, proposing Angela Grouse, Karyn Winters, Kelly Kiebalá, Nick D'Amuro and possibly Chris Suozzi because of his economic development and workforce role in Genesee County. The group emphasized geographic representation across counties while acknowledging differing local knowledge and the need for flexibility when appointing members and acting chairs. The meeting identified proposed advisory board members and agreed to keep appointments flexible.

Grant Administration Responsibility and Bylaws Wording

- The group discussed who bears responsibility for grant administration, with clarification that Tracy, the Executive Director, must ensure proper fiscal management and reporting to funders and the Workforce Development Board and GLOW Works, Inc. Board. Participants agreed to adjust bylaw language by replacing one instance of “mission” with “purpose.”

Advisory Committee Composition and Governance Language

- Shelley discussed forming an advisory committee instead of a board, by clarifying that this change would avoid requiring specific bylaws.
- The advisory body should include representatives from Genesee, Wyoming, Orleans, and Livingston counties and possibly Chris Suozzi to advise on grant writing.
- Governing documents will be revised to use “advisory committee” language and then circulated for signatures.

Motion to Amend Bylaws and Vote

- With the agreed wording changes and the Executive Director’s role clarified as chair/liaison to the advisory committee, a motion was made to amend the bylaws to add the advisory committee. **VOTE>** Shelley made the motion to amend the bylaws to add an advisory committee and change Tracy, as Executive Director to chair/liaison of that advisory committee; Holly seconded the motion, all members were in favor, and the motion was carried.

Insurance, Waivers and Liability Coverage

- The group discussed insurance carrier matters and mentioned plans to share information with insurance carrier regarding bylaw changes.
- The group examined who holds insurance for GWYH activities and whether directors and volunteers are covered; Tracy noted she will double-check coverage details and that waivers provided included directors.

Grant Submission Concern and Nonprofit Status

- The discussion began with a review of a United Way tech-camp grant written under GLOW Works Inc. that listed the BEA as DBA, prompting questions about the BEA’s 501c3 status and whether GLOW should sponsor such grants. Shelley raised a question about Karyn Winters writing under GLOW Works Inc. for a tech camp, questioning why grants were being written for the BEA and asked about them, as it wasn’t a 501c3 status as an organization. Participants confirmed the BEA is not a 501c3 and noted Wyoming County BEA is a qualifying nonprofit that could partner on future applications. Tracy will inform Karyn about funding boundaries. Tracy agreed to inform Karyn about this option for grants outside of GWYH that she may seek the BEA.
- Norb suggested that future grants could potentially be funneled through Wyoming County BEA organization as they are a 501c3.

Operational History, Financial Controls, and Next Governance Steps

- Participants recounted early informal financial practices, including personal credit-card use and volunteer fundraising, and acknowledged the need for more robust financial controls and accounting processes as the organizational scales. They agreed that the advisory committee chair should lead and the board must appoint

committee members under new bylaw language. The board will appoint advisory committee members once the bylaws language is adopted.

Grant Approval, Documentation, and Transparency Processes

- After reviewing recent and pending grants, Tracy explained the preferred process of recording “permission to accept” with funder/term/amount/purpose in the minutes, and committed to forwarding award letters, circulating outcome reports before submission to funders, and adding a GLOW Works Inc. link to host grant minutes and documentation for transparency and audit access on the GLOW WDB website.

Funding Strategy and Regional Collaboration

- The group debated whether grants should be written for single counties or the full four- county region and concluded applying for all four counties improves award likelihood, with examples of accommodating funder county limitation and bundling activities into larger proposals such as cannabis-funded workforce youth services. Tracy was encouraged through the advisory committee to pursue larger, more comprehensive applications and to bring questionable requests back to the group for review.
- Attendees considered potential employer objections when advisory members apply through their districts and agreed the advisory committee can control messaging and decline sponsorship if an application conflicts with organizational expectations. Ken highlighted existing cooperation relationships through BOCES and cross-district collaboration. The group reiterated support for advisors who bring grants that may need additional review.

Meeting Cadence and Scheduling

- Members reviewed the requirements for four annual meetings and proposed a schedule of March, June, September, and November, with a suggestion to pick consistent weekdays (e.g. second Thursday) to minimize conflicts and to publish calendar invites once dates are set. Tracy agreed to send the meeting dates to attendees.

Financial Reporting and Closing Items

- Tracy requested regular financial reports from Tina and committed to obtaining monthly or at least quarterly financial information necessary for grant management and approvals.

Action Items

- Tracy will update grant portals to list herself as the main contact and remove or update other names as discussed; inform partners of changes after internal communication strategy is developed
- Send updated bylaws (with “advisory committee” and “chair” changes) to board members for review before signing
- Contact potential advisory committee members (Angela, Karyn, Kelly, Nick and Chris as appropriate) to confirm their willingness to serve before formal appointments.
- Add a dedicated section/page for GLOW Works Inc. to the GLOW WDB website, including meeting minutes and grant documentation for transparency
- Forward grant award letters (e.g. ESL, Community Foundation of Buffalo) to board members when received
- Send all grant reports/outcomes to board members for review before submission to funders
- Ensure financial information (e.g. monthly/quarterly reports) is sent to board members for review and approval

- Send proposed meeting dates for the year (March, June, September and November) to board members for scheduling
- Inform Karyn that future grants for BEA/tech camp should be written under GLOW Works Inc. for the four-county region and in coordination with the advisory committee
- Notify insurance carrier of bylaw changes regarding the advisory committee for confirmation of coverage
- Appoint advisory committee members (after confirmation) and notify them of their roles and upcoming meetings
- Submit United Way grant application by April 30th
- Wait to bring \$120,000 Community Foundation grant to board for formal acceptance until written award is received
- Changes all instances of “advisory board” to “advisory committee” in bylaws and related documentation before final board approval
- Send updated bylaws to all board members for review and signature before finalizing
- Schedule and hold first advisory committee meeting after appointments are confirmed

Adjourn Meeting: Holly made the motion to adjourn the meeting at 5:07 pm; David seconded the motion; all members present were in favor, and the meeting was adjourned at 5:07pm.

Next meeting June 2nd at 4:00 pm at Genesee County Career Center.