

## **GLOW Works, Inc. Board Meeting**

**9/04/25, 2 PM Zoom**

### **Approved Minutes**

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

**Excused:**

**Guests:** Tracy VanVleck, Michelle Williams

Norb brought the meeting to order at 2 pm and there was a quorum at the meeting.

### **UPDATES**

- Review and approval of the minutes from the previous meeting.
- Norb outlined the reasons for establishing GLOW Works, Inc. noting the decline in federal funding and the necessity to apply for grants designated for nonprofit organizations. Shelly discussed necessary updates to the corporation's official by-laws books and records, particularly regarding the mailing address and record maintenance.
- Norb highlighted the importance of keeping records accessible for grant applications, suggesting that the official records should be maintained at a designated location. Proposed changes to the bylaws were reviewed in detail with discussion regarding organization's purpose, legal address, and executive committee formation. By-law changes were tabled pending further review from the county attorney. Tracy agreed that she collects the records and all fiscal records get forwarded to the bookkeeper, Tina Curtis.
- Tracy provided updates on regional grants, emphasizing the focus on AI training programs and the ongoing efforts to secure funding for workforce development. She reported that over \$50,000 had been spent on training dollars in just two months. Tracy reassured that some of the NYSDOL incentive grants could be utilized for youth programs.

### **Discussion on Framework of GLOW Works Inc.**

- The discussion focused on the establishment and operational framework of GLOW Works Inc., a 501c3 organization created to address the decline in federal funding and facilitate access to specific grants for training programs across four counties.
- Norb clarified that GLOW Works acts as a flow-through organization, holding the funds in a separate account. Holly supported this by stating that the organization facilitates grant application, which are difficult to navigate without 501c3 status. Norb emphasized the need for this organization to streamline the grant application process.
- The group discussed the complexities of the reimbursement process for the GWYH initiative and the need for transparency in financial management, emphasizing the importance of clear connection between funding and workforce activities. Ken inquired about the legal entity of GLOW Works Inc. and its connection to GWYH.
- Tracy explained that her salary is entirely funded through WIOA, which complicates her involvement with GLOW Works, Inc. She noted that while she attends meetings related to Workforce Development, her work for GLOW Works, Inc. must be clearly delineated to avoid conflicts.
- The group recognized the need for formal insurance for the providers of GWYH to mitigate liability risks associated with events and agreed on the importance of establishing a dedicated organization to manage these initiatives effectively. The group discussed the necessity for an GWYH organization to establish a formal entity to protect itself and secure liability coverage. Shelly stressed the importance of supporting the GWYH organization, which plays a significant role in programming and raised questions about whether the GWYH program should

operate under the Workforce Development Board. Ken suggests consulting their attorney for clarity on the incorporation and legal structure. Holly stated the aim of the GWYH initiative is to ensure its longevity and impact on youth workforce engagement.

- Norb shared insights on the program's development and its increasing visibility, mentioning a potential visit from the Commissioner of Agriculture.
- Tracy pointed out the structural differences between the Finger Lakes Workforce Development Board and their local counterparts, emphasizing the importance of the incorporation or GLOW Works Inc. to help facilitate the funds and operations of GWYH.
- Establishing credit cards for key personnel was accomplished.

#### **ACTION ITEMS**

- 1) Norb will reinforce the purpose of GLOW Works Inc. and its formation to the board members.
- 2) Norb and David will consult with the county attorney regarding the legal status of GWYH as a program under the Workforce Investment Board.
- 4) Tracy will continue to look for grants related to AI technology programs and workforce training for students and ongoing efforts to enhance the youth and adult workforce development.
- 5) Ken will send an article about the new president of GCC to all participants. **Completed**

**Adjourn Meeting:** Shelly made the motion to adjourn the meeting at 2:47 pm; David seconded the motion; all members present were in favor, and the meeting was adjourned at 2:47 pm.

Next meeting to be determined.