

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
October 20, 2016**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Ann Nieuwenhuis called the meeting to order at 2:05 P.M.

**PRESENT:**

Ann Nieuwenhuis, Chair  
George Cochran, Treasurer  
Barney Martlew, Secretary

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, Comstock Township Assistant Assessor Claudia Stirton, KABA Administrative Assistant Penny Cassidy and Recording Secretary Kerrie LeClercq.

**Approval of Agenda** - A motion was made by Mr. Cochran to approve the agenda, seconded by Mr. Martlew and carried with a vote of 3-0.

**Approval of Consent Agenda** - Mr. Martlew made a motion to approve the consent agenda, with the addition of a note on the financial reports that data could not be collected for Oshtemo and Cooper Townships for the month of September due to the separation of Building.Net data on October 5, 2016. Ms. Nieuwenhuis seconded the motion and it carried with a vote of 3-0.

**Citizen Comments** – There were no citizen comments.

**KABA Financial Policy** – Mr. Alwine provided the Board with copies of the updated Financial Policy with proposed changes indicated in red. Board members went through the policy section by section to determine the final draft. Mr. Krueger asked that Ms. LeClercq prepare the final draft and forward it to each Board member and to himself, as well as providing Mr. Krueger with a copy of the red lined version. The final draft will be brought back to the November 17, 2016 KABA Board meeting for final approval.

**BS&A "Seats" for Township Personnel** – The Board was advised of the costs associated with the seats based upon the user(s) requirements in terms of access to Microsoft functionality. The Board discussed the number of seats each Township will need and was informed that Secant will be invoicing them directly. The Townships will provide written documentation indicating that each computer accessing BS&A has malware/virus protection installed.

**Marketing and Outreach** – Mr. Martlew led the discussion, stating that KABA needs a generalized and ongoing marketing plan to grow and add new member jurisdictions. Various methods of gaining name recognition and reaching out to potential members were discussed. Ms. Nieuwenhuis and Mr. Krueger recommended that prior to beginning work on a marketing plan, a SWOT analysis and feasibility study be performed during the next Board meeting to determine what services KABA can realistically offer at this stage, as well as what services KABA will be able to offer as revenue increases (e.g. Ordinance Enforcement vs Zoning).

**2017 Budget** – Mr. Alwine provided the Board with a draft version of KABA's 2017 Budget, bringing their attention to various line items. After some discussion, Mr. Martlew moved to accept the budget as presented. Mr. Cochran seconded the motion and it carried with a vote of 3-0.

**KABA Board Member Comments** – There were no Board member comments.

**KABA Staff Comments** – There were no staff comments.

There was no further business and the meeting was adjourned at approximately 3:15 PM.

Next Meeting – November 17, 2016 at the KABA Offices at 2:00 p.m.

Drafted: October 25, 2016  
Approved: November 17, 2016