

**Dean Fund Committee Meeting
October 13, 2015
Wheeler Center
4251 Stone School Rd., Ann Arbor
MINUTES**

Members Present: Edith Bletcher, Jane Immonen, Bryan Kelly, Ben Muth

Members Absent: Sue Perry

Staff Present: Steve Goebel, Kerry Gray

Guests Present: Robert Kellar, City of Ann Arbor Communications Specialist (Public Services)

Jane Immonen called the meeting to order at 9:15a.m.

Public Comment: None

Action Item #1- Approve October 13 Agenda

Bryan Kelly motioned to approve October 13 agenda. **Benjamin Muth seconded.** Committee unanimously approved.

Action Item #2- Approve July 14 Meeting Minutes

Mr. Muth motioned to approve July 14, 2015 minutes, as amended. **Mr. Kelly seconded.** Committee unanimously approved.

Action Item #3- Project Proposal

Triangle Neighborhood submitted a project proposal to plant 22 trees in the neighborhood at an estimated cost of \$6,600.

Bryan Kelly motioned to dedicate at least \$6,600 to the Fairview, Dexter and Worden Ave project. **Edi Bletcher seconded.** Committee unanimously approved.

Committee is interested in having a representative from the Triangle Neighborhood attend an upcoming meeting. Staff will send invitation to project proposal contact.

Committee would like staff to field check area to see if there are additional areas to plant trees.

Action Item #4- Elect Chairperson

Committee unanimously approved Benjamin Muth as Chairperson of the Committee. Mr. Muth will begin Committee Chairperson duties beginning at the November 10 meeting.

Information item #1 FY 16 Budget:

No expenditures to date.

Information item #2: Next Meeting Date (November 10, 2015)

Committee would like Michael Pettigrew from the City Treasurer’s office to attend an upcoming meeting to discuss the finances of the Dean Fund.

Discussion Item #1: Promotion of the Elizabeth Dean Fund

Robert Kellar, City of Ann Arbor Communications Specialist for Public Services attended the meeting to discuss promotion of the Elizabeth Dean Fund and the Committee. Mr. Kellar discussed free methods including, social media, CTN, resident newsletter, MLive, that can be used to promote the Fund and Committee.

Mr. Kellar suggested that the Committee determine immediate and long-term goals they would like to achieve through their promotion efforts. The following goals were discussed:

- Long-term:** Increase community awareness of the Elizabeth Dean Fund.
- Short-term:** Increase project proposal submissions by community.
 - Identify candidates to serve on Dean Fund Committee to fill vacancies.

Additional promotion ideas discussed:

- Develop a postcard to handout that includes information about the Dean Fund and ways to get involved in their activities (i.e. project ideas, serving on the Committee)
- Press release for project proposal submission and vacancies on Dean Fund Committee. Kerry Gray to draft and send out before November Committee meeting.
- Simplify project proposal to make it easier to apply for a project.
- Develop program to teach school age kids about trees. Need to identify contact with Ann Arbor Public Schools.

Discussion Item #2: Vesper Project

- Vesper Crabapple project FY15 budgeted \$3,600 for removal, replacement and pruning. Fund this project in FY16. **Motion by Mr. Muth** to approve FY15 Vesper Project in the same amount of \$3600. **Mr. Kelly seconded.** Unanimously approved by Committee.

DEAN FUND BUDGET	FY 16
Investment Income (Projected)	\$25,000
Prior Year Fund Balance	\$30,000
Total	\$55,000

Project Name	Approved Amount	Status
Triangle Neighborhood Proposal- Tree Planting (~22 trees)	6,600	Approved 10/13/2015
Removal, replacement and trimming of crabapple trees on Vesper St.	\$3,600	Approved 10/13/2015
Total	\$10,200	
Remaining Unencumbered Budget	\$44,800	

Ms. Immonen adjourned the meeting at 10:30 a.m.

2015 Meeting Calendar

~~January 13, 2015~~

~~February 10, 2015~~

~~March 10, 2015~~

~~April 14, 2015~~

~~May 12, 2015~~

~~June 9, 2015~~

~~July 14, 2015~~

~~August 11, 2015~~

~~September 8, 2015~~

October 13, 2015

November 10, 2015

December 8, 2015