



Muskegon Maritime Academy  
571 East Apple Avenue  
Muskegon MI 49442

Annual Reorganization Meeting Minutes

October 31, 2024  
Time: 4:30 PM

**Call to order:** The meeting was called to order by Eric Hood at 4:51 PM.

**Roll Call:**

Present: Eric Hood, Pastor Crawford, Melvin Burns, Shanika Carter (took oath prior to meeting)

Absent: None

Others: Jessica Owens, Principal; Dawn Gillespie, SVSU Representative; Elizabeth Campos, Office Manager

**Nomination of Temporary Chair:**

A motion to nominate Eric Hood as the temporary chairperson was made by Melvin Burns and Pastor Crawford seconded, Board unanimously voted in favor. Mr. Hood accepts.

**Election of Offices:**

Mr. Hood motioned to nominate Mr. Burns as Board Treasurer, Pastor Crawford seconded, Board unanimously voted in favor. Burns accepts.

Mr. Burns motioned to nominate Mr. Hood as Board President, Pastor Crawford seconded, Board unanimously voted in favor. Mr. Hood accepts.

Mr. Burns motioned to nominate Pastor Crawford as Board Secretary, seconded by Mr. Hood. Board unanimously voted in favor. Pastor Crawford accepted.

**Board Resolutions:**

Mr. Burns motioned for a Resolution of the Board to comply with all applicable rules and regulations, seconded by Pastor Crawford. The Board unanimously voted in favor.

Pastor Crawford motioned for a Resolution of a meeting place, date, time and posting, seconded by Mr. Burns, Board unanimously voted in favor. This was previously established as the last Thursday of every month at 4:30pm and will be posted at the entrance of Muskegon Maritime Academy.

A motion was made by Pastor Crawford for a resolution for depository of funds by all 4 board signatories, with a minimum of 2 signatures required for checks over \$10,000.00, signatories being Mr. Hood, Mr. Burns and Pastor Crawford, seconded by Mr. Burns. Board unanimously voted in favor.

Mr. Burns motioned for a resolution to bond the board treasurer, seconded by Pastor Crawford. Board unanimously voted in favor.

Pastor Crawford motioned for a resolution to appoint Mr. Burns as CAO, seconded by Ms. Carter. Board unanimously voted in favor.

Mr. Burns motioned for a resolution to appoint legal counsel, Mr. James Crowley at Miller Canfield, seconded by Pastor Crawford. Board unanimously voted in favor.

Mr. Burns motioned for a resolution to appoint Larry Wilkerson of Wilkerson CPA for auditor services, seconded by Pastor Crawford. Board unanimously voted in favor.

Pastor Crawford motioned for a resolution to appoint Paul Kalisheshki, AHERA, for asbestos inspection services, seconded by Mr. Burns. Board unanimously voted in favor.

Pastor Crawford motioned for a resolution to adopt the current school calendar, seconded by Mr. Burns. Board unanimously voted in favor.

Mr. Burns motioned for a resolution to appoint Principal Jessica Owens as the designee for Title VI, Title IX, and 504, seconded by Pastor Crawford. Board unanimously voted in favor.

Pastor Crawford motioned for a resolution to appoint Principal Jessica Owens as the School Safety Liaison Designee, seconded by Mr. Burns. Board unanimously voted in favor.

Mr. Burns motioned for a resolution to designate Kerri Smith at Teachers First for SVSU compliance, seconded by Pastor Crawford. Board unanimously voted in favor.

**Adjournment: (5:11 PM)**

A motion was made by Mr. Burns to adjourn the reorganization meeting, seconded by Pastor Crawford. Board unanimously voted in favor.

Prepared by: Elizabeth Campos

Approval Signature

Date

12-18-24