

## Board Meeting Notes 5-19-18

- 1. Meeting was called to order by President Bob Baltzer and a quorum was established. At 9:41 a.m.**

The following board members were in attendance:

President: Mr. Bob Baltzer

Secretary: Mr. Roger Pashby (via Skype)

Treasurer: Mr. Ted Robinson

Members: Ms. Kim McDaniel, Mr. Carl Wiegand, and Mr. Bill McBeth

Staff members in attendance:

Executive Director: Mr. Peter Manting

Bookkeeper: Ms. Carol Cooper

Restoration Supervisor: Mr. Jim Hardie

Guest: Ms. Connie Tewes, CPA

- 2. Pledge of Allegiance:** The President, Mr. Bob Baltzer, led us in the Pledge of Allegiance

- 3. Approval of Minutes of Board Meeting of April 21<sup>st</sup> 2018:**

**Bob is amending the agenda to add elect VP in acceptance of Jeff duPuis resignation section**

Bill mentioned to add Matt Varnum.

Bob said made let it be shown.

On Discussions, better coordination and planning needed for the annual meeting

The meeting is THE responsibility of the board.

Bob asked for objections to minutes as amended. There were none. Minutes were accepted and will be filed.

- 4. Audience Comments/Correspondence**

Bob asked for audience. Mort Wiegand was welcomed. She had no comments

Peter mentioned that we received thank you correspondence from HELP ministries for donations of BSP couch.

Peter made a presentation to White Lake River Women's Association in April. He read a thank you correspondence of his efforts of the presentation and SPLKA's efforts in preserving the lights.

Bob said this is proof of that we are making an important presence in western Michigan. A big part is staff and a director coordinating staff making a big difference in contributions.

Mason County Community Foundation sent a thank you letter for receiving the Governor's Award. Peter was recognized at the MCCF meeting for the award and the important work SPLKA does.

#### **5. Treasurer's Report for April 2018**

Ted went through highlights of financial statements and explained various items in the Balance Sheet & Profit & Loss statements.

Kim would like to discuss weddings.

Bob thanked Ted for his explanations of the financials and time and efforts.

No questions and Bob said will file for audit.

#### **6. Staff Reports: Review**

##### **Executive Director's Report (See attachment)**

Governor's Award. More plaques will be made for each lighthouse featuring each lighthouse.

Nice article in Ludington Daily News which will be hung in office area. Volunteers, including Bill & Priscilla McBeth were featured in article.

Other articles in Ludington Daily News and MLive did article on LNBL porthole restoration

Posters are being printed for 3 of the lighthouses

\$3,000 was granted for door project from MCCF

Kim asked questions regarding MCCF asking for gains to encourage people to fund projects. Most funds are not non-profits like ours. Our suggestion is to use money for our projects.

Bob asked about how thank yous were going to be handled and will be discussed in new business.

Discussion was made regarding our intent to provide activity book to each child who wants one.

Homeland Security has donated coloring books for younger children featuring the Coast Guard and includes a lighthouse.

Bob recognized Pete's efforts and his staff in getting funds and grants for all these projects.

##### **White River Report: (See attachment)**

Matt is doing training for volunteers and there is a bicycle race today. Lighthouse will be open today.

##### **Operations and Gift Shop Manager Report (See Attachment)**

Peter said Rachel is doing a great job and Carl & Bob confirmed and wanted Rachel's good work passed along to her.

### **Maintenance Report (See Attachment)**

Jim referred to report. Bob commented that he appreciated the spreadsheet of projects and goals.

Kim said excellent work and asked for copy of spreadsheet.

Jim said we have working lights at LNBL and gift shop at LSP. Solar panels are generating and storing electricity.

## **7. Accounting Reports: Connie Tewes**

### **2017 Yearend Financial Report**

#### **990 Report**

Bob recognized Connie Tewes and thanked her for coming to explain 990 and Financial Reviews.

Connie said it appeared it was successful year, things went well.

Accountant's Review Report is stamp of approval. Reviewed Balance Sheet, strong cash position.

Discussion regarding increase in revenue & merchandise sales and Bob thanked Peter, Rachel & staff.

Jim mentioned new merchandise revenue for LSP gift shop.

Discussion and questions regarding financials.

Connie explained in-kind contributions.

Connie explained statement of activities and said it was consistent and doing well.

There was discussion and questions and answers regarding individual items on the 990 financials.

Bob thanked Connie for getting this done and for all of her hard work, along with Carol and Peter.

Peter thanked Connie for completing the financials and preparing the 990 by May 15 and that most organizations our size file for an extension. Round of applause for Connie.

Bill suggested the public is very positive about our organization. Bob mentioned that the keepers are there to help the organization. Kim mentioned about making keepers feel heard and thanking them and said Peter is good about that.

**8. New Business:**

**Peter made recommendation: Recommendation to let cement Contract to T. Holmes of Spring Lake for sidewalk at the White River Light Station** (see attachment)

**Bob asked for motion:**

Kim moved the motion and Carl seconded

Discussion:

Peter reviewed recommendation (see attachment) and board discussed recommendation

Bob thanked Ted for contribution and consideration of handicap needs.

Bob called for the motion, motion passed unanimous

**Recommendation to hire Sly Pup Productions to update Big Sable Video and to complete historic video for White River** (see attachment)

Bob made motion accept recommendation to hire Sly Pup Productions to update Big Sable Video and to complete historic video for White River

Roger made the motion, Ted seconded

Discussion followed

Bob called for a vote, motion passed unanimously

**Recommendation to fund the refinishing the doors at Big Sable with funds in Big Sable Point Fund** (see attachment)

Bob stated recommendation to refinish the doors at Big Sable with funds from Big Sable Point Fund.

Kim moved, Carl seconded

Discussion followed

Bob discussed policy on getting 3 bids for major projects and accepting best bid for the organization based on Peter & Jim's recommendation.

Bob called for a vote on motion, motion passed unanimously

**Acceptance of Jeff duPuis resignation and election of SPLKA Vice President**

Bob put a motion on floor to accept resignation of Jeff duPuis

Kim moved to accept, Bill seconded

Motion passed unanimously

Discussion was had. Bob thanked Jeff for his time and efforts on the board. Jeff indicated he would work on financial committee.

Dick Voetberg & Lenore Janman applied.

Bob discussed procedures for new nominations for replacement board member. Resumes were passed around and there will be a secret ballot to select.

Discussion was held.

Secret ballot was held and Lenore Janman was elected.

### **Thank you Letter from Board to the current Keepers**

Discussion was held regarding thank you notes for volunteers and how to handle it. Bob said he felt it was appropriate to thank our volunteers and discussion was held of best way to handle it.

Bob proposed drafting a thank you form letter and email to board members for suggestions.

Bob would mail them out.

10 minute break taking from 11:50 – 12:00 p.m.

## **9. Discussion Items**

### **Replacement of Board member term to end 2019**

#### **President's Comments**

Bob discussed expectations and vision of President:

Bob is a person of respect and dignity and holds board members to that.

Highlights: get members more involved directly and indirectly in lighthouses

Good working relationship with executive director

Manage direct board to make positive decision.

Discussed strategic plan and reflect on mission statement in decisions.

Transparency is important.

Expectation of board members:

Support for final decisions

Value positive and negative opinions. Majority vote rules, then expectation is everyone supports decision of majority.

See the big picture reflecting back to vision statement.

Loyalty to each other, all team members

Respect for confidentiality

Board members are volunteers when volunteering, not board members

Willingness to volunteer and follow through, working board

Active involvement of achieving mission of SPLKA strategically, not involved in daily operations

Be more involved in volunteer events

Support staff and director of achieving goals

Fundraising is key to future success

Expectation of Director:

Don't be afraid to ask for help, integrity, lead & guide mentor staff

Transparency

Buffer between board & staff

Summer News Letter: encourage membership to become more involved in organization, working with committees, attending meetings

Review of By-Laws:

Review the following by-laws:

Article 1, No 8 regarding scientific studies. Peter said U of M performed scientific studies.

Article 2 4 C, Kim & Bill will be on Nominations Committee. Board members up for re-election cannot serve. Kim is going to let board know at next board meeting if she is going to run again.

Discussion was held regarding new board members to help with the strategic plan of organization.

Article 4, Section 5. Regarding electronic meetings. Suggestion was to have more than once a year to open up potential board members regardless of location.

5B, deals with electronic signatures. Will be working on legal electronic signatures.

Review policy of vacancy on board due to vacancy.

Article 8, regarding amending or repealing articles. Peter confirmed that the policy was followed.

Review political influence by-law

Policy 201, Code of Ethics, stressed the importance of board ethics

Policy 203, Reviewed document and retention policy.

Discussed email policies

Policy 401E & F, Suite Policy reviewed

Bob proposed cancelling July & November meeting. Nine meetings too many, work more electronically. Ted suggested he would still like November meeting to work on financials. Everyone agreed.

Start on budget early. September is preliminary reading of budget, October is final.

### **Annual meeting September 15<sup>th</sup>**

Bob proposed moving annual meeting to August 18, to do a more informal meeting, perhaps outdoors at Stearns Park. Board agreed good idea. Bill volunteered to be facilitator board member.

## **10. Committee Work**

### **Work on Goals for Strategic Plan**

Bob passed out a draft of 3 goals and discussion was had. Goal 1, Financial. Goal 2, Restoration, Goal 3, Marketing/Relationships. Board was asked to evaluate and work on committee work by next board meeting.

Kim discussed wedding options.

Bob suggested committee work be done outside of meeting and report back to the Board

## **11. Motion to adjourn**

Kim moved to adjourn, Carl seconded at 1:28 p.m.

## **12. Next meeting date June 16<sup>th</sup> 2018 at SPLKA Ludington Office**

