



SPLKA Board of Directors Meeting Minutes

May 20, 2017, at 9:30 AM

"The mission of SPLKA is to preserve, promote, educate the public, and to make our lighthouses accessible to all."

Call to Order/Establish a Quorum:

A meeting of the Board of Directors for the Sable Point Lighthouse Keepers Association was held on May 20, 2017 at 9:35 a.m. in the Ludington Arts Center, Ludington, Michigan. The President, Kirk Lindquist called the meeting to order. The following Board members were present: Kirk Lindquist, Sheila Meeusen, Bill McBeth, Kim McDaniel, Jeff duPuis, and Ted Robinson. Board members absent: Roger Pashby. Staff members present were: Executive Director Peter Manting, Matt Varnum, and Jim Hardie. Guest: Connie Tewes.

Pledge of Allegiance:

All of those present stood and recited the pledge of allegiance.

Audience Comments/Correspondence:

Peter Manting read a thank-you note to the Board members from Lenore Janman for card and picture.

Approval of Minutes of Board Meeting of April 22, 2017:

Bill McBeth made a motion to accept the minutes as published; Jeff duPuis seconded the motion. Motion passed unanimously.

President's Report:

Kirk Lindquist expressed appreciation to our bookkeeper for the addition of budget information to our regular monthly Treasurer's Report. This will be especially helpful for comparison purposes.

Kirk also reminded Board members of signup opportunities for the Michigan Lighthouse Festival in August.

Kirk reported that the Vice President's position is vacant and opened the floor for nominations to that position. Kim McDaniel made a motion to nominate Jeff duPuis for VP; Bill McBeth seconded. Kim moved to close nominations; Bill McBeth seconded. Motion passed unanimously.

Treasurer's Report:

Roger Pashby, in absentia, submitted his written report. In his report, Roger questioned the decline in revenues from 2012 to 2015. Board members discussed reasons why our revenues have decreased. Kirk Lindquist commented that our goals may need to address the decline in revenues, via fundraising and other ways to increase revenue.

Kim McDaniel moved to accept the Treasurer's Report; Jeff duPuis seconded. Motion passed unanimously.

Board members reviewed Form 990 for the year 2016. Kim McDaniel moved to accept; Jeff duPuis seconded. Motion passed unanimously.

Staff Reports:

- Executive Director's Report:

Peter Manting reported the following:

- Contractor work at both BSP and WRLS commenced on April 28, 2017. The roof at BSP is being replaced while the workshop/garage is being restored at WRLS.
- State park is still cleaning up after the 76-foot yacht which broke up this spring.
- Sand at BSP has been moved and placed between the seawall and the lighthouse to replace sand that has blown away.
- Peter attended the annual fund holders meeting with the Mason County Community Foundation. Vanguard is predicting about a 6 percent return for the next 3 years.
- Met with Marla Miller from Michigan Blue Magazine who is doing a story for the August/September issue. Marla spoke with some of our veteran keepers and will be posting some of our lighthouse events on the Michigan Blue Travel calendar in 2017.
- Volunteer keeper training was held on April 28, 2017.
- Met with Ted Robinson, Jim Hardie, and Matt Varnum at WRLS to coordinate our workshop renovation. The Friends have approved a cost estimate of \$18,981.85 not to exceed \$23,000. The plan is to be finished by June.
- Our interns Parrish and Mackenzie have started working for SPLKA. Our third intern will start on May 29.
- Picked up 30 completed trex boards to be installed at BSP or LSP. To date, we have sold 415 boards, 391 at BSP and 24 at LSP.
- Received two grants, one for \$1,000 from Mason County Community Foundation and another for \$1,250 to offset SPLKA expenses for the Michigan Lighthouse Festival.
- BSP opened on May 8.
- Staff assembled at LSP residence and hauled merchandise out to the giftshop at the lighthouse.
- On Friday of last week, staff and keepers moved merchandise out to the LNBL.

- Met with PNC Bank and Fifth Third Bank seeking more funding for our activity booklets. Will also be seeking funds from the Friends of White River. At this point, we have a total of \$1,750. Costs have risen to \$5,700 for 10,000 copies.
- Spring newsletter to be sent out by June 1.
- Working on grants from Keen Footwear and North Face to sponsor school field trips.
- A Historic Structures Report needs to be completed for our three lights (we have one for LSP) as they will help us qualify for more US based grants.
- Attended the Seekers' potluck with staff on April 24, 2017.
- LSP, LNBL and WRLS open on May 26, 2017.
- WOODTV8 is coming out to BSP for a segment on Ludington.
- DNR personnel from around Michigan will be out at BSP on June 1.
- On June 1, WRLS will be featured at the Taste of White Lake event.
- Handed out new business cards to new Board members.

- White River Light Station Report:

Matt Varnum reported the following:

- He is busy getting the lighthouse ready to open.
- Attended State of Michigan History Conference on May 17-19.
- Grant received on May 8 from the Muskegon County Community Foundation for storm windows.
- Matt's intern will be cleaning light.
- Matt will be distributing flyers in the area.

- Operations Report

Rachele Bendele, in absentia, submitted a written report. In summary, Rachele is busy getting our volunteers trained and prepared for their tours. Rachele is also processing last-minute applications for keepers, taking care of cancellations, and she will be emailing Kirk Lindquist a copy of the keeper schedule for all the keepers at each light so that "thank you" notes can be sent out from the Board. Rachele also reported that staff has been busy moving merchandise out to LNB and LSP giftshops and getting them set up.

- Maintenance Report:

Jim Hardie reported the following:

Big Sable Point:

- Excess sand from the road has been deposited between the seawall and the lighthouse.

- All storm windows have now been replaced except for the upper south side.
- New roof is essentially completed.
- Part of the 2017 shipwreck of the 76-foot yacht have been salvaged and stored at the light for a future display near the flagpole.

Little Sable Point:

- Mold abatement was completed per procedures recommended by Summit Engineering. Retest sample has been submitted for analysis.
- Giftshop trailer has been moved back to its location by the lighthouse.
- Two memorial benches purchased last year have been placed along the walkway going out to the lighthouse.

Ludington North Breakwater Light:

- Tower floors on the upper floors have been repainted and touch-up work was accomplished on the railings. Solar panels have been reinstalled and the lights on the first floor are working.
- Ice damage on the railing surrounding the first-floor roof is being repaired.

White River Light Station:

- Work has begun on the workshop/garage foundation repair and refurbishment. The structure was moved off the foundation, a new foundation installed, and the structure has been set back into its original position.

Staff Presentation: Accounting Reports and Financial Controls:

Connie Tewes, SPLKA Accountant, submitted the “Sable Points Lighthouse Keepers Association Audited Financial Statements, Year Ended December 31, 2016.” Connie reviewed all documentation contained within this document. Connie also submitted some corrective actions referring to bookkeeping and expense reimbursement procedures which will be taken in the next accounting cycle.

New Business:

- Proposed Changes to Wedding Procedures

Kim McDaniel submitted paperwork regarding her proposal to promote our lighthouses as wedding venues. Board members and staff had a lengthy discussion on our limitations at our lights regarding weddings, what SPLKA could offer to prospective brides and grooms, advertising, etc. Since SPLKA has limitations beyond our control at three of our four lights on which ones can be venues, it was decided that the White River Light Station is the only light at which it is feasible at this time to promote as a wedding venue. One of the ideas discussed was possibly presenting prospective couples with a binder containing

May 20, 2017

advertisements from local vendors. Marketing WRLS as a venue specifically to wedding planners was also discussed. Since WRLS is undergoing a restoration/renovation project which will take at least a year, Board members felt that it was not feasible at this time to promote WRLS as a venue until the renovation is completed. Kim will follow up with the Board at its July or August meeting.

- Kirk Lindquist reported that he will be appointing a nomination committee in June to find prospective board members for next year.
- Kirk Lindquist reported that he hopes to have proposed changes to our bylaws ready to present at our June meeting.

Old Business:

- Event Planning 2017

Peter Manting reported on Annual meeting venues. Peter will be checking with the local Methodist church to see if it is available on September 16, 2017. Board members will work on program and report in June.

- Signup sheets were available for Board members regarding the Michigan Lighthouse Festival in August, 2017.
- New Office Location at 905 East Ludington Avenue.

Kirk Lindquist reported that our office will be moving in July.

Discussion Topics/Announcements:

Board members and staff discussed goal setting for this year. The Strategic Plan for 2015-2020 lists specific goals to be undertaken during this time period. Kirk Lindquist suggested that Board members and staff be ready to sign for a specific committee at the June meeting.

Adjourn:

Kim McDaniel made a motion to adjourn; Jeff duPuis seconded. Meeting adjourned at 12:45 p.m.

Next Board Meeting: June 17, 2017 at White Lake Library.

Respectfully submitted,

Sheila Meeusen, Secretary