

SPLKA BD MEMBERS

11/15/2016

MINUTES OF NOVEMBER 12, 2016

HELD AT LACA.

Meeting called to order by President Kirk Lindquist, 09:35 am

Established a quorum, four board members present.

Pledge of allegiance given by members present.

BD members present- Kirk Lindquist., Lenore Janman, Kim McDaniel, Roger Pashby.

BD members excused- John Truxell, Sheila Meeusen.

Staff members present-Executive Dir. Peter Manting, Jim Hardie, Rachel Bendele, Priscilla McBeth

Staff members excused- Matt Varnum, Cherie Hockenberger.

Guest-Mr. Jeff DuPuis, future Board Member.

Public comment or communications to bring to the board.

Kim brought an idea to the Board concerning membership and building our financial support. She stated that there are groups and organizations that give "HONORARY" memberships in exchange for monies, and wondered if we had pursued that avenue of thought, or if we might consider it. The question was referred to a later meeting date.

**Minutes of the October 8<sup>th</sup> meeting were approved as published.**

## **PRESIDENTS REPORT-**

**\*BOARD SELF-EVALUATION-** The Board Self-Evaluation Survey was completed, and the value numbers were recorded. There was some question concerning the "3-no opinion" column, and we decided that we had eliminated that from past evaluations and that we were using an outdated form. If, when you look at the reports, you would find a lot of "no opinions", which makes no sense at all. This will be cared for before the next evaluations in 2017.

**\*Items that needed to be looked at as a concern are the following, #7, #8, #9, #10, #12, #13, and #16.** These all had 3.3 or less on the report. Kirk asked Lenore to "Revive" the goals and accomplishment report (#12) so that we can track where we are as far as getting goals accomplished. Basically a "TO-DO" list for us track and act on.

#7 Board meeting agendas include strategic topics and time to address them.

# 8 Board attends to policy-related questions, and decisions are monitored for implementation.

#9 Each Board committee has specific goals and deadlines

#10 Board meetings are facilitated to the agenda topics and we stay on task.

#12 Board members monitor and evaluate the progress toward achieving strategic goals and objectives.

#13 Board has specific fund raising goals and plans to achieve those goals.

#16 Board members are aware of all board policies and conform to those policies.

**\*Kim McDaniel had a concern on our E-Mail Policy.** She was concerned about having to send E-mail correspondence from committee work, to all Board Members. She was advised that only committee members need to share when working together on projects.

**\*BOARD VACANCY-**With the resignation of Sue Ann last month, her position as Board Member needs to be filled. Sheila Meeusen has offered to stay on and fill the vacancy for one (1) more year. The Board moved and supported the offer and Sheila will be back on the Board. (Roger moved, Lenore supported.)

## **OFFICER ELECTIONS-**

It is time to elect new Officers for the 2017 year. Motions will be made, supported and voted on by the Board Members of 2016.

**PRESIDENT-** Motion made to nominate **Mr. Kirk Lindquist**. No other nomination made. Vote unanimous.

**VICE PRES.-** Motion made to nominate **Ms Lenore Janman**. No other nomination. Vote Unanimous.

**TREASURER-** Motion made to nominate **Mr. Roger Pashby**. No other nomination made. Vote unanimous.

**SECRETARY-** Motion made to nominate **Ms Sheila Meeusen**. No other nomination made. Vote unanimous.

**These are the newly elected officers for 2017. Thank you for being willing to serve.**

## **2017 MEETING DATES-**

This is the last meeting for 2016, and the meeting dates for 2017 need to be established. It is the Boards desire to get back on a stable schedule and it is recommended that we meet the third Saturdays of each month when possible, in the chosen months. March will be our first meeting and

it is recommended we meet on **March 25, with a retreat format** to get some good work done for the coming season.

It was also recommended that April's meeting be moved to the 22, a week after the Resurrection Day celebration, rather than meet the day after Good Friday.

The rest of the dates are scheduled as third Saturdays, unless notified by Kirk and or Peter.

## **TREASURERS REPORT -**

Everyone received the assets report and financials. After reviewing the reports and assuring the Board that we are in good shape financially, the Board moved and accepted the report submitted by Roger and Peter and Carol.

**STAFF REPORTS-** There is a lot happening with SPLKA, and Peter reported on his activities over the past month. He did submit a written report, and added to that report verbally in the meeting. Here are the added items he presented;

Spoke with OXY Chemical concerning a grant for roof repairs.

Met with Oceana County Foundation concerning funds for the Activity Books

No word from Mason Comm.

Peter will be meeting with Dr. Plummer, curator of the new Maritime Museum. Museum opens on June 10, 2017.

150<sup>th</sup> Anniversary plans are under way; a meeting is scheduled to meet with DNR mgr Gallie.

The new Newsletters available and will be sent out ASAP.

Membership reminder letters are ready to go out late this week.

Several "Webinars" are coming up soon. These help in reducing cost of travel and fees.

Gift shop items are now in the gift shop in the Ludington Arts Center for sale.

Winter office hours go into effect beginning Nov. 14. Hours will be 9 am to 2 pm Monday through Thursday. It would always be good to call ahead to make appointments.

Numbers are down a bit at several lights. Read your report that was handed out.

**WHITE RIVER REPORT-Matt Varnum-** Matt was not available for questions on his report, but he has had a great season, and anticipates another great summer in 2017. Please take time to read his report.

**MAINTENANCE REPORT-Jim Hardie.** (Board members have copies of his written report)

Since the written report was published the following tasks have been addressed.

Wall estimates for repairs to guest house received. (\$3,100.) Was voted on and approved.

New Furniture delivered at BSP, old furniture removed.

Base of tower at BSP painted and really looks sharp.

Garage reorganized at LSP guest house for storage room.

The vending trailer at LSP has been removed and winterized.

## **OPERATIONS- Rachel, Priscilla**

**BSP**-Staffing is filling up, less than ten (10) opening s available.

Discussion was given concerning the new sign-up procedure using PDF. Some had issues with it, others got through it okay. We will continue to use it, as it does make the registration process easier.

Gift shop vendors are right on schedule, and purchases are being made.

Appreciation was extended to Priscilla for her hard work over the past 3 years.

## **PERSONNEL COMM. REPORT-Kirk, Lenore, Sheila, and Peter.**

A meeting was held in Lansing a week ago with Peter, to go over the Board Evaluations that were turned in at the October 8<sup>th</sup> meeting. It was a good meeting and it was recommended that Peter be asked to stay on as Director of SPLKA.

Lenore made motion to accept the Committees report, supported by Kim. Passed.

## **NEW BUSINESS -STAFF CONTRACTS 2017. (in your packets)**

**Ex. Dir.-Peter Manting.** Accepted, motion by Lenore, supported by Kim

**WRLS Curator- Matt Varnum.** Accepted, motion by Lenore, supported by Roger.

**Bookkeeper-Carol Cooper.** Accepted, motion by Lenore, supported by Kim.

**Operations/Gift shop Mgr. - Rachel Bendele.** Motion made by Lenore, supported by Roger.

**Maint. /Restoration Mgr. - Jim Hardie.** Motion made by Lenore, supported by Kim.

**Assistant to Dir. - Cherie Hockenberger.** Motion made by Lenore, supported by Roger

Motion made to discontinue the Office Mgr. position by Lenore, supported by Kim.

All motions passed unanimously,

## **2017 BUDGET PROPOSAL- KIRK, PETER.**

Thanks to the foresight of Kirk, we had footnotes explaining the many possible questions we might have concerning the new proposed budget. It made what could have been a longer meeting quite self-explanatory and easy to work through. Kirk noted that no economic changes were part of the equation, we were dealing simply with facts and percentages from previous budgets. Added costs for the upcoming light house festival in the summer were added in as noted. Any questions that were brought up were soon answered through the footnotes. We do not know how many weddings, engagements or reunions, etc, would be scheduled for the coming year, so that could not be factored in. There will be no weddings at BSP, due to the logistics of the Light, getting out to it and the State Park will not allow it.

**A motion to accept the 2017 Proposed Budget as published was given by Kim, supported by Lenore. Motion passed.**

### **DISCUSSION ITEMS-**

Early in the meeting we discussed the Board Self-Evaluation chart. We had Lenore go through and evaluate the top 3 areas that we may have to improve on or better participate in. They are as follows. #12, #9, and #13.

#12 Board members monitor and evaluate the progress toward achieving strategic goals and objectives.

#9 Each Board committee has specific goals and deadlines.

# 13 Board has specific fund raising goals and plans to achieve those goals.

Please take note and see where you fall in these areas.

Lighthouse Festival in August- See the attached schedule in your packets, it is quite extensive, and will need a lot of help.

SPLKA Activities-Peter has published a long list of activities for the coming year. Activities and corresponding dates are included. Please review and plan accordingly.

### **CLOSING REMARKS- Peter.**

Peter thanked Priscilla McBeth for her service as Gift Shop Mgr over the past 3 years. She stepped into a tough spot and has been doing great getting product and material in place, and taking care of the concessions. Thank you Priscilla.

Meeting adjourned at 12:20 pm. Next scheduled meeting is March 25, location to be determined.

Have a great fall and winter, be safe and God bless you all. Keep your light shining!

Respectfully submitted,

**Roger L Pashby, (for the secretary)**

