



## **SPLKA Board of Directors Meeting Agenda**

**March 21, 2024 9:30am**

### **SPLKA In-person & Virtual Meeting**

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

#### **1. Call to Order/Establish a Quorum (AI)**

- a. Called to Order 9:31 a.m.
- b. Present: Al Cocconi, Mark Hallenbeck, William Gardner, Susan Land, Bobbi Rymer, Nic Amicone, Rob Vensas, Dean Collingwood, Erika Nielsen, Larry Stulz, Carol Cooper, Jack Greeve
- c. Guest: Jim Gallie

#### **2. Pledge of Allegiance (AI)**

#### **3. Audience Comments/Correspondence (Jack)**

- a. Thank you from Pentwater Service Club

#### **4. Consent Agenda**

##### **a. Approval of meeting minutes - February 2024 (AI)**

- i. Nic made a motion to accept the February minutes. Larry seconded the motion. The motion passed unanimously.

##### **b. Treasurers Report (William)**

- i. The finances look good currently.
- ii. There are no concerns about the financials.
- iii. The issues with migration to QuickBooks have been resolved. Formatting is different with this program, so there are some places that don't line up apples to apples. A year on the program will resolve that.
- iv. Jack will be making a transfer from our checking to the money market. About 40,000 will be transferred back.

v. Larry moved to accept the Treasurer's report. Bobby seconded the motion. The motion passed unanimously.

**c. Staff Reports: (Jack)**

**-Executive Director**

i. A sponsorship ask went out the other day. He is hoping to cover concert series with the funds generated.

ii. The lightshow at LNBL was approved by the city of Ludington

iii. The liquor license is in process for Blessing of the Boats on June 8, 2024.

a. We will need a rider for insurance for the liquor license.

iv. Meijer has donated to help with the lightshow.

v. The necessary LSP anniversary special events paperwork is in.

a. This will be a kid friendly event.

b. The DNR is concerned about traffic on the access road.

vi. Conversations about the 150 at White River have started with Fruitland township.

vii. The association is really working on developing collaborations with the community.

**-Marketing**

i. 35 boxes of merchandise arrived yesterday, and the staff is working on getting them ready for the season.

ii. We will be using Gordon Food Services for consumables. The office is becoming a distribution hub to make distribution more efficient.

**-Operations**

i. Raelyn is getting White River filled with volunteers for the season.

ii. Planning for the spring training of volunteers is in process.

iii. She is working on recruitment.

**-Maintenance**

i. Quotes to repair the roof trim at BSP are in. Jack is looking for grants to assist with the cost.

ii. LNBL repainting quotes are out. The NW wall looks weathered.

a. Nick commented that the est. of \$160,000 seems very high.

b. Jack explained that scaffolding will be required. Agreed that the number seems high.

**-Curator**

**b. Officer Reports: (optional)**

**- President**

i. March 31 is Jack's birthday.

ii. Bob Balzer talked with AI about an idea from Hillsdale College about people giving annuities to the association. No one on the Board has an understanding of how that works. AI will look into it and get back to us.

**- VP**

i. No report

**5. Committee Reports: commentary and questions (led by committee people)**

**a. Finance –**

i. No meeting was held.

ii. A meeting has been scheduled for Thursday, March 28, 2024.

iii. Jack informed the Board that he is scheduling an audit of the 2023 accounting.

**b. Education – March 14 Meeting**

i. Tim Heaton who was a member of the committee passed away.

ii. The Education committee contribution to the eblasts is covered for the next few months.

iii. LNBL video project is moving forward with trepidation. The audio and video aren't lining up as well as we would like. Susan will send the audio recordings to Jack. Erika asked about Lake Effects Media in Ludington. Nic asked about using another videographer. Jack and the Board want something good and professional-looking. Jack was encouraged to get quotes from other companies.

A. Nic moved to approve pursuit of a new videographer up to \$5000

Erika seconded the motion.

i. The question was raised regarding any proprietary rights that Oscar may have. Jack will check into that and ask for a final bill.

B. The motion passed unanimously.

iv. Each year we have school groups that meet at LSP. Jody has asked that large tour groups not be scheduled out there due to road access, lack of turnaround ability and inability of emergency vehicles get out there. The Breakwater is possible for field trips with some planning. We can work with LSP. White river is not a good site for school groups due to lack of turn around ability.

a. Al asked that we work with Jody on that. We have had many groups for whom that was a meaningful experience. Nic was adamantly opposed to limiting school groups out at LSP. Committee members were concerned about liability associated with field trips to LNBL.

**c. Archive –**

i. The archives at WRLS being moved to a more secure site.

**d. Personnel – WRLS & LSP Site Manager, Seasonal Staff Member**

i. The association has received a contract back from Sara Johnson as WRLS and LSP site manager as a seasonal staff member.

ii. Raelyn and Emily interviewed candidates for a seasonal staff member for communications and will offer a contract.

iii. The Personnel committee will schedule a meeting before the April Board meeting.

**e. Outreach –**

- i. A letter has been sent out asking for volunteers to help distribute information about the lights.
- ii. The trifold is out and ready for distribution.
- iii. Inexpensive colored posters are recommended for bulletin boards. Dean liked the idea of posters. Bobby suggested that volunteers follow through with sites to ensure that locations remain well stocked.
- iv. Numerous suggestions were received for placement of information.

**6. Unfinished Business**

**a. Strategic Plan**

- i. Al has received no questions or additional comments regarding the strategic plan update.
- ii. Susan moved to accept the updated strategic plan. Mark seconded the motion. The motion passed unanimously.

**b. WRLS Lease Amendment**

- i. Jack has been working with Fruitland Township regarding changing the concession agreement at the light. Fruitland Township needs formal approval from SPLKA and national park service to proceed.
  - a. Nic moved to accept the plan to amend the concession agreement at WRLS from a permanent curator’s residence to a temporary volunteer residence. Mark seconded the motion. The motion passed unanimously.

**c. Ludington State Park Update**

- i. Jim Gallie shared that there are no updates regarding the plan. Discussion is underway with EGLE regarding critical dunes. Jack, Jim and Kasie are working on a plan to help the association with sand removal and gravel placement up to \$20,000.
- ii. Jim did a presentation to Friends of Ludington State Park. The video will be available on YouTube. He discussed SPLKA and their importance to the park. Al would like to share a link with our membership.

iii. Bobby asked if the state park could add a link to SPLKA on their page. Jim thought that was doable. The state park is promoting SPLKA as much as they can.

iv. There is no contractor in place yet for the construction project at the park. The state is spending \$200,000,000 in the next few years throughout the state on upgrades. There is a new process which makes things move more quickly. They are hoping that contractors will be in place by May. The plan is to work throughout the winter season. It looks like the timeline will be okay.

v. Al asked if there were any other sources that we might tap to offset the loss. The parks chief is supportive of looking at partnership grants and looking at other funding sources to help SPLKA. He has also talked with people about cross advertising, etc.

#### **d. Manistee Lighthouse Update**

i. Jack has been in contact with Bill Gamble regarding the agreement and the deed. He has not seen a master plan regarding the site. The amendment may need to go through the National Park Service. Mark Fetter of the Manistee historical society has taken a step back. No concession agreement has been received.

ii. Dean has not been able to reach out to Native American groups. Some fundraising ideas have been discussed.

iii. Discussion has occurred about involving the board more in fundraising. Susan asked about the establishment of a friend group in Manistee. Historical society will retain all archives, but no responsibility to the light. They may be a good group to partner with. We have not finalized any agreement with the city. We want a collaborative concessionary agreement.

#### **e. Big Sable Point Lighthouse - 95% HSR Completed**

i. The HSR has been sent to the Restoration committee.

ii. March 1 Jack met with Jim Gallie and Rob McKay to look at the beach house and BSP. He checked the handrails and recommends reducing the number at the top. A recommendation to drop the number at the top from 12 to 10 was made. Rob has concerns about the bulging wall on the house and thinks that there are some funds available to repair that.

iii. Discussion was held about ADA accessibility issues. Jim Gallie suggested a display at the beach house. It is difficult to make modifications to a historic site while keep it as historically accurate as possible. No one is excited about adding a ramp at north entrance. We will look for ways to increase accessibility, through other means. Audit from Fish and Wildlife recognizes that we can't make everything accessible. Dean asked about using the video at the beach house and adding removable signage about not leaning on the rail. Jack has concerns about signs but recommends a soft shackle if we do. Jack recommends that we use verbal repetition to ask people not to lean. Rob recommends that we emphasize that volunteers be outside, repeating rules, and keeping backpacks downstairs.

iv. Dean asked about monitoring the crack for movement. Jack suggested that we keep photo records. Rob says that he has seen cladding in worse conditions. Al agreed that monitoring was a good idea.

## **7. New Business:**

### **a. Fruitland Township – ARPA Funds**

i. Conversation with Jeff Barenkowski has received funds which need distribution and has asked that we provide a proposal for funds. Jack has a few ideas – Historical marker on site, funding for anniversary, bathroom remodel. Free tower climbs for anniversary year. He asked for an estimate for an HSR at White River. The board would like to pursue a HRS at White River and Jack will see if we can get funds to help with that.

### **b. Bell's of Whitehall - Furniture Quote**

i. Jack has received a \$6000 quote for mattresses, furniture, as we go to a resident keeper site at White River. We will also need new pots, pans, dishes, etc.

ii. A motion to authorize funds from contingency funds not to exceed \$8000 purchased needed for the conversion. Erika moved to approve the use of funds. Susan seconded the motion. The motion passed unanimously.

### **c. Internet and power at LSP**

i. DNR approval has been received for the boring necessary at LSP for electric and internet at that site.

## **8. Executive Session**

### **9. Open discussion**

- a. Susan mentioned that people statewide are interested in what is happening at Ludington State Park
- b. Dean volunteered to work Mondays at LNBL if other volunteers can be found.
- c. LNBL will be open on bonfire nights.
- d. Board meeting minutes will be posted.
- e. Erika asked that we have another meeting about grants specifically and get that process going. It was recommended that it be referred to Finance.
- f. Nic thanked the board for the work on the lines at LSP and recommends that it be completed asap.
- g. Rob thanked Carol for her work on the migration to Quickbooks on line. Nic moved that the Board pass a resolution thanking Carol for all her hard work in moving the organization to QuickBooks online. Rob seconded the motion. The motion passed unanimously.

### **10. Motion to adjourn**

- a. Rob moved to adjourn. William seconded the motion. The meeting adjourned at 11:31 a.m.

**Next scheduled Board Meeting April 18, 2024 at 9:30 am, Zoom and in the office.**