



**Lakeshore Keepers  
Board of Directors Meeting Agenda**

**July 17, 2025 9:30am**

**Lakeshore Keepers In-person & Virtual Meeting**

**“To preserve, promote, educate the public, and to make our  
lighthouses accessible to all.”**

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

- a. Present: Susan Land, Erika Nielsen, Kathleen Guider, Dean Collingwood, Larry Stulz, Rob Vensas, Nic Amicone, Bobbi Ryman, Jack Greve

**2. Pledge of Allegiance (Susan)**

- a. Led by Susan Land

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

- a. No comments
- b. Correspondence was a drafted lease agreement for the Manistee lodging. The only utility we will be responsible for is the internet. The amount is below the amount allocated by the city.

**4. Consent Agenda**

**a. Approval of meeting minutes - June 2025 (Susan)**

- 1. Larry moved to approve June 2025 minutes. Nic seconded the motion. Motion carried unanimously.

**b. Treasurers Report (Kathleen)**

- 1. Kathleen suggests that the \$31,000 allocated to the Safe Harbor CU be removed from the budget as income as they are restricted funds. She reports that we are above budget and above projection for this time of year by \$30,000.
- 2. We are showing no investment income at this time, which will increase our income. Also, some maintenance costs are listed under repairs that should be listed as improvements which would also increase our income.
- 3. Climbs are up this year.
- 4. She, Carol and Jack will work on the financials. She is not recommending approval at this time. June financials will be included in August for approval.

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

**-Executive Director**

1. Tower climbs for all lights are down due to the closure of BSP. We are up at the other lights individually. LSP is doing extremely well this year. July 4<sup>th</sup> was significantly lower than expected, likely due to it being on a Thursday.
2. Had a few meetings regarding a light show for Manistee. The estimate was higher than expected.
3. Logos for each site will be available at next meeting.
4. He is looking at updating BSP video and a promotional video for Jeffris Foundation.
5. Met with the DNR at LSP regarding our needs as an organization.
6. SyncWave will provide estimates for at LSP and Manistee.
7. A letter for the annual meeting ask is going out next week.
8. Jack has been having computer issues. He would like to purchase a different computer, with more memory. The current computer operates slowly and freezes.

**-Marketing**

1. A new POS was installed at LNBL. Now all lights have the same operating system.
2. Good advertisement on MLive
3. Working with Pure Ludington.
4. Collaboration with Maritime Museum.

**-Operations**

1. Day keepers continue to be an issue.
2. Planning for Manistee options.

**-Maintenance**

1. Painting at WRLS and LSP
2. Base repair and painting at BSP
3. Removing graffiti at the LNBL
4. Working on painting and handrails at Manistee.
5. Dean has some items that he would like addressed at LNBL. He asked about removing a transformer that is on the floor. Jack responded that it is a battery cell that powers the green flash and fog signal and is a needed feature. Jack agrees that it is not in a great location and will talk with the Coast Guard.
6. Dean also asked about signal signs. Jack indicated that to his knowledge the Coast Guard has them but has not installed them.
7. Painting can begin at Manistee any time, now that we have insurance.

**-Site Manager**

1. Working on kid's programs at WRLS.

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

**- President**

1. Jack and Susan worked on the grant proposal for the Jeffris Foundation and reviewed the lease agreement for the Manistee residence.
2. Susan commended the staff for their work on the celebration at WRLS.

**- VP**

**No report**

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

**a. Finance – Moving funds from Harbor Light CU to Safe Harbor CU and West Shore**

1. We currently deposit funds for WRLS at Harbor Lights CU. There is \$45,647.28 in savings and \$2,722.62. We generate very poor interest rates at that bank. Jack would like to keep the account for easy deposits for WRLS but move \$17,000 Harbor Lights to Safe Harbor as earmarked funds for WRLS. He would move the

remaining balance, minus \$2000, to West Shore Bank. Susan didn't feel a motion was needed, as the organization was not spending any money, simply moving it.

**b. Education –**

1. Next meeting in August. They are still looking for additional members.
2. They are working on a historical article on Manistee for the newsletter.
3. They are working on a historical marker for WRLS.

**c. Archive –**

1. Carol's computer was updated last year. Jack would like to use her old computer for archives.
2. He is hoping to find local volunteers to work on archives. The work would be done on site at the office.

**d. Personnel –**

No report

**e. Outreach –**

No report

**f. Restoration –**

1. Handrails are being ordered for Manistee so that we are ADA compliant. Funds will be pulled from Safe Harbor CU. No approval is required as it is under the \$5000 threshold set by the Board. Dean asked if SHPO had to inspect the work. It does not.

**6. Unfinished Business:**

**a. Little Sable Lens Cleaning (Update)**

1. We are continuing to wait on the one individual in the state that is licensed to clean Frenal lenses. We are on his schedule.

**b. Jeffris Family Foundation (Update)**

- a. The secondary draft was accepted as the final proposal. The DNR has also been provided, and Robb McKay has reviewed it. He is determining

how the DNR will assist with funding we are required to raise. Jack proposed an indirect way for the DNR to assist. He has not heard back from the DNR yet. The state is prepared to assist with the \$300,000 from our end, but has not specified a dollar amount.

b. Jack wants to raise as much of the funding as possible before launching a capital campaign. This would lower the dollar amount that we must raise from the public.

**c. MNPL Solar (Update)**

1. We have a new NPS rep. to work with. He would like to see the solar panels about 20 feet further down the catwalk. Jack provided him with more information but has not heard from him. We do not currently have approval for how to install them. Jack is concerned that a longer cord will impact the power supply. SHPO has approved the panels.

2. This has not impacted our opening next year at this point.

**d. White River Light Station – 150<sup>th</sup> Event (Wrap-up)**

1. Transportation worked very well for volunteers and guests.

2. Approximately 60% or more of our guests were from Capt. Robinson's family.

3. Attendance dropped significantly following the presentation.

4. The event raised \$8355. WRLS generally generates less than \$500 per day.

**e. Big Sable Camera Launch**

1. Camera was launched on July 1 and surpassed LNLB. BSP gets about 1000 views per day. BSP camera will operate year-round. Thanks to Friends of Ludington State Park for their assistance.

2. There are handouts about the camera in the gift shop.

3. Jack has begun the work for cameras at LSP and Manistee and has gotten some interest from Westshore Bank regarding sponsorship.

## **7. New Business: 1**

### **a. Big Sable – North Foundation Wall**

1. We did not get the grant that we applied for to repair the wall. We will reapply for the grant.
2. Jack would like to pull funds from the community foundation to start repairs. There is concern that if that wall fails, our costs will go up significantly. Susan urged the Board to be proactive and pull funds, rather than wait for grants. Nic agreed that we should solicit bids as soon as possible.
3. Nic moved that the Board approve authorization for Jack to solicit bids for the repair of the bulging wall at BSP lighthouse. Dean seconded the motion. The motion passed unanimously.

### **b. September 18 BOD Meeting to September 25**

1. Nic moved to change the date of the Board meeting. Dean seconded the motion. The motion carried unanimously.

### **c. Annual Meeting Ask Letter – September 27**

1. The letter will ask for a minimum donation of \$50 for the Annual Meeting. Funds above the cost of the dinner will go into the restoration funds.
2. The event will be in Montague and West Grove Brewery.

### **d. New Computer for Executive Director**

1. Jack would like to continue to use his old computer for presentations and remote access.
2. The estimate for the total workstation (computer, two monitors, keyboard, mouse and set up) is \$1,683. This amount is not in the 2025 budget. Currently, Jack's computer is costing him work hours.
3. Erika moved that the board approve \$1,683 for the computer upgrade for the director. Dean seconded the motion. Bobbi made a friendly amendment to raise the amount up to \$1800. Dean seconded that amendment. Motion carried unanimously.

## **8. Executive Session**

No executive session

## **9. Open discussion**

1. Rob asked about an article which stated that LSP is taller than BSP. Jack responded that LSP sits on a taller elevation, so it sits higher than BSP. The towers are the same height, so Rob was right in response to his wife.
2. Larry noted that Toyota is using LSP in advertisements. Julie has reached out to Toyota regarding cross promotions.

## **10. Motion to adjourn**

**Next scheduled Board Meeting August 21, 2025 at 9:30 am, Zoom and in the office.**