



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

**March 20, 2025 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 (Susan)**

- a. **Present:** Susan Land, Rob Vensas, Nic Amicone, Kathleen Geiger, Bobbi Rymer, Larry Stultz, Dean Collingwood, Jack Greve, Julie Slagter, Carol Cooper
- b. **Absent:** Erika Nielson

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

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

- a. None

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

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

- i. Nic moved to accept the minutes. Dean seconded. Passed unanimously.

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

- i. We are slightly off from the budget, but Jack projects that we will be fine.
- ii. Jack noted that keeper's confirmation fees have not been collected yet. Those will go out by the end of the month. This should take care of the approximately \$4000 dollars that we are off.
- iii. Nic asked if there was an option for a lifetime membership. There is, but it does not include keeper's fees.
- iv. Dean asked if the \$1000 would be considered a donation. Kathleen indicated that it would be program revenue.
- v. Motion to accept was made by Bobbi and seconded by Larry. Passed unanimously.

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

**-Executive Director**

- i. He has a meeting to fund the activities books. He is applying for a grant to bridge the achievement gap.
- ii. Meeting with Manistee Community Foundation to look at the railing on the exterior. Needs confirmation that SPLKA will contribute roughly \$100 towards the railing. This will likely be done through labor, etc. The railing will be removable so that it won't be destroyed by the ice. It will be a custom built, ADA compliant railing.
- iii. Working with Muskegon museums.
- iv. Applied for a grant from the National Trust for Historic Preservation for the foundation wall on the north side of BSP.
- v. The Jeffries Family Foundation grant would be for repainting of BSP. That will be reviewed next month. They gave high regards to the HSR at BSP.
  - a. Dean asked about media coverage to assist with fundraising. Media is interested in accessing web cams.
  - b. Jack has asked for \$75000 from the state. He needs to get their definition for local for purposes of raising the \$300,000.
  - c. Jack answered Nic's question about the consequences of not hitting the mark. There would be no penalty for not hitting the mark. Hitting that mark would complete Phase I of the HSR.
- vi. Business sponsorship letters have gone out. We have generated another \$3100 in contributions. Metal Works donated. Waiting on Meijer and Padnos.
- vii. Application for the liquor license has been submitted.
- viii. Jack reviewed the committee memberships:
  - a. Finance is Kathleen (chair), Rob, Erika, Susan
  - b. Education is Mark Hallenbeck (chair) and Susan
  - c. Personnel is Susan, Erika and Rob

- d. Outreach is Bobbi (chair), Larry and Susan
- e. Restoration is Larry, Nic, Dean and Susan
- f. Archives is Susan

#### **-Marketing**

- i. She is working on inventory. The first round of orders is complete and should start to arrive in late April.
- ii. Seasonal staff members have been hired. Shelby Soberlaski has joined the team.

#### **-Operations**

- i. Still scheduling volunteers at the lights, primarily in the fall.
- ii. Background checks are being completed.
- iii. Preparations are being made for training.
- iv. Birthday cards and thank you letters will be sent to volunteers this year. Nic said that it was a great idea.
- v. Waivers are being worked on also.

#### **-Maintenance**

- i. Jim is working on the front stairway to the office. It is in need of repair.
- ii. They are looking at a grant for replacing the plexiglass in the BSP tower.
- iii. The access point to BSP has been brutal this year. We have been getting reimbursement from the DNR. We will need more gravel this year. We need to find a place to put the additional sand.
- iv. Jim should see the breakwater light next week.
- v. LSP electric and wifi is up and running.
- vi. He will be reinstalling the windowsill at LSP.
- vii. He has done some bathroom recaulking. Temperature gauges have been updated and can be checked via app.

viii. A lot of work has been completed at the WRLS – painting, chimney repair, plexiglass in oil house. Fruitland Township is helping.

ix. Dean asked about the liability of the boat in front of WRLS. The township is interested in removing it. Jack would like to wait until after the celebration.

**-Site Manager**

i. She is working on programming.

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

**- President**

i. Both Finance and Personnel committees met.

ii. She is scheduled to visit the office to meet the staff.

**- VP**

i. None

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

**a. Finance –**

i. The committee has not met this month

ii. The committee decided that we could do a review, not an audit.

a. The review would be less costly.

b. Jack and Kathleen talked about a date for the review. They are supposed to meet prior to April 25. They will confirm the date following the meeting.

c. The letter of engagement has been signed.

**b. Education – Feb 21<sup>st</sup> meeting minutes & Mar 28<sup>th</sup> meeting scheduled**

i. Minutes are available in the packet.

ii. Information will be going out to local school districts.

**c. Archive – No Report**

**d. Personnel –**

- i. A meeting was held to review the contract with the employees.
- ii. The committee proposes that we cease the practice of annual contracts and just sign a contract to run until separation.
- iii. We changed pronouns to make the contract more concise.
- iv. Background checks will be required for employees every three years. Jack would like to roll out background checks for day keepers beginning in 2026 every 7 years.

**e. Outreach –**

- i. Bobbi is interested in higher priced donations for auction items for the 150<sup>th</sup> and asked board members to get her information, if they know of anyone.
- ii. Julie shipped out rack cards. Volunteers are busy distributing them.
- iii. Nic asked about business cards. We are in the process of rebranding so need to hold off on ordering more. We will use the cards we currently have.

**f. Restoration –**

- i. Dean's email is included in the packet. It details work that needs to be done at LNBL. Jack would like to do similar lists for those sites that do not have a HSR.
- ii. Nic volunteered to paint at LNBW.

**6. Unfinished Business:**

**a. Big Sable Live Camera and Network Proposal**

- i. Jack received a proposal from Syncwave for installation of the camera at the top of the tower on the outside of the tower. DNR historian (Robb McKay) wants the camera in the lantern room. The proposal does not include Starlink. Jack believes that Starlink is required. Jack is working on photos to show how the project will be done. He anticipates an additional \$800-\$1000 for that. Friends of Ludington State Park may be willing to cover the upfront costs in exchange for long-term sponsorship. They will be discussing this sponsorship at their April meeting. The livestream must be only on SPLKAs website. Friends may have

access through our website. Jack has a second proposal for reconnecting wifi throughout the building, but he thinks that it can be done in-house.

- a. Nic proposes that we have cameras in every lighthouse. He is concerned that BSP is getting costly. BSP is bringing web traffic to our site. The turn on date for LNBL will be turned on in May. Jack's goal is to have no budgetary impact on SPLKA. All funds are from external sources.

**b. Lake Michigan CPA Services**

- i. The agreement has been signed, and a review will be scheduled.

**c. SPLKA Rebranding Proposal**

- i. Jack included two pages of the next steps including a phase I and II.
- ii. Each lighthouse will have its own logo and there will be a logo for the association.
- iii. Jack is seeking approval for up to \$3500 from our contingency fund to move forward with the proposal.
  - a. Kathleen asked how much was in the fund. The answer is \$10,000.
  - b. Everything will be copyrighted and will be our intellectual property.
  - c. Susan commended Julie for the work that she has done on this project. She expressed that it is time for rebranding as we bring on another light.
  - d. Nic moved to approve up to \$3500 for the project. Kathleen seconded. Motion passed unanimously.

**d. Secretary Nomination**

- i. Susan indicated that no one had stepped up for the secretary position.

**7. New Business:**

**a. New Account w/ Safe Harbor Credit Union**

- i. Jack wants to add a new account at Safe Harbor CU for restoration projects. The committee isn't interested in new foundation accounts. He wants to keep restoration funds separate from other funds. This is a higher yield account.

He wants to advertise that this fund exists and is hoping people will make donations at the Lights, Camera Activate event. The interest rate would be 2.5%. This account would allow the association easier access to funds. The account would initially have \$40000. We will be able to track funds internally to ensure that funds allocated for a specific light would be used at that light. Interest dollars would be general funds for restoration.

Nic moved to establish a restoration account at Safe Harbor CU with account signatories designated as Carol Cooper, Cherie Hockenberger, and Jack Greve. Seconded by Kathleen. Unanimously approved.

**b. Manistee Community Foundation - \$500 grant match**

i. Susan wrote a letter authorizing Jack to write a grant. Rob moved that SPLKA provide up to \$500 for the installation of an exterior railing for the Manistee North Pier Light. Kathleen seconded the motion. Unanimous approval.

ii. Jack will be checking to see if the light qualifies for recreational grants.

**8. Executive Session**

None

**9. Open discussion**

None

**10. Motion to adjourn at 11:05 a.m.**

**Next scheduled Board Meeting April 17, 2025, at 9:30 am, Zoom and in the office.**