



## **SPLKA Board of Directors Meeting Minutes**

**September 19, 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. Call to Order at 9:32 a.m.

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

- a. Led by AI

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

- a. Only limited correspondence. Nothing pertinent to share with the Board.

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

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

- i. Nic moved to accept the minutes. The motion was seconded by William. The motion passed unanimously.

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

- i. William is not in agreement with the auditor about taking funds off our books. The money is housed in the Mason Co. Community Foundation and should not be listed in our budget, as they control the funds.

##### **ii. Keeper's confirmation is low.**

- a. Those numbers were an adjustment made by the auditor according to Jack. Carol explained that income and expense entries are closed out at the end of the year. That happens when the audit and 990 are done.

**iii. Tower climbs are under budget.**

**iv.** He is concerned about having enough money through the closure of Big Sable Point Lightly due to the closure of Ludington State Park. We are fairly high in liquid assets at this time. We had expenses in 2024 that we will not have in 2025, ie. Lightshow expenses. We are expecting \$40,000 in reimbursement for the HSR.

**v.** The closure of Ludington State Park will leave us about \$29,000 short.

**vi.** The finance committee will review the issues regarding the shortage and lay out proposals at the next meeting.

**vii.** Bobbi moved to accept the treasurer's report and Larry seconded the motion. The motion passed unanimously.

**viii.** Following approval Mark asked about an expenditure. Jack believes it was for the LNBW video.

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

**-Executive Director**

**i.** Full list of meetings can be found in the director's report.

**ii.** Working on a proposal for LNBW camera. Nic is working with Safe Harbor to get help funding that. They are willing to help at the point that we are ready to proceed. The installation of the cables will require cables. Jack feels that it is feasible for next year. We will need approval from the city. SHPPO would like it in the lantern room, but Jack thinks exterior lights are more appropriate. It will be a live feed to our website for people to view. It will be a stationary camera with no zoom or audio. There is no recording feature currently.

**iii.** He applied for a grant from the community foundation to fund fall activities books.

**iv.** He has applied for a grant for an activity tent with our logo.

**v.** He is working on insurance for the Manistee light.

**vi.** Proposal for Ludington State Park to allow for bus day every Saturday in October to boost revenue. Workers will be housed at the LNBL residence and may not explore the park.

vii. Guided tours at \$35 each are being offered. We have sold enough to break even at this point. There will be 12 people per tour. These tours are intended to help offset losses due to the park closure.

viii. Jack could not get approval for a raffle for the keeper's quarters at this time.

ix. Jack would like to sell raffle tickets for the suite. We would sell tickets for \$50 per ticket and involve other non-profit organizations to benefit both.

x. Applications for the maintenance supervisor are available. We currently have no applicants. Dean knows of someone who may be available.

xi. Bobbi asked about the trifold and if it is ready. Jack believes that it is and can be printed in house.

#### **-Marketing**

i. She is preparing the fall newsletter. We are currently behind schedule. Working with a design person.

ii. Met with a vendor yesterday and is working on a 150 celebration items to be available for Christmas.

#### **-Operations**

i. She has a drafted 7-day schedule for next year.

ii. There is an October 11 deadline for budget requests

#### **-Maintenance**

i. LSP power and internet progress is going well. trailer is now operating on the power from the panel. Greg and Dean worked on the housing and it looks great.

ii. There was another leak at the LSP residence in the basement.

iii. Internet needs to be installed. There is a monthly fee of \$129 per month. Jack is hoping to bounce internet from the trailer to the tower so a camera can be installed there.

#### **-Site Manager**

i. Working on the last few events

- ii. Budget is coming from her
- iii. She is tasked with setting up concerts for next year.
- iv. Her contracted is being extended to assist with planning the celebration in 2025.

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

**- President**

- i. At least two members received a scam email from Al. He has changed the passwords on his email accounts.
- ii. Bob Balzer sent an email following the Annual Meeting regarding concerns. He was concerned about the failure to follow Robert's Rules of Order at the Annual Meeting. Al responded that we chose a less formal approach due to our audience.

**- VP**

- i. Held until Education report

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

**a. Finance** – Meeting Schedule for Oct. 4, Staff Budgets Due Oct. 11, First Drafted 2025 Budget by Oct. 17, Seeking Board Approval of 2025 Budget on Nov 21st

- i. Al invited other Board members to attend, if they wish to.
- ii. We need to better promote the Legacy Society

**b. Education – Aug. 30<sup>th</sup> Minutes, next meeting on Sept. 27<sup>th</sup>**

- i. There are two new members on the committee
- ii. The historical article for the winter newsletter will be on WRLS. The research is nearly complete. Nic and Jack were very helpful.
- iii. Jack provided good overview of things coming up and is providing possible projects for them.

**b. Archive** – Ship Wheel from Bill Crane

- a. Bill has not responded yet to inquiries. Larry was encouraged to reach out also. We need to establish provenance to determine its use and historical significance.
- c. **Personnel** – Meeting Schedule for September 20 w/ Steve Crandall
  - a. Meeting tomorrow morning. Any Board member is welcome to attend.
- d. **Outreach – Business Card Update**
  - a. Jack shared a picture of the draft of the card. Al asked if we were doing other pictures at other lights.
  - b. Bobbi wants big stacks at each residence at the beginning of the season.
  - c. There will be a mock up of the card in the next newsletter.

## 6. Unfinished Business

### a. Manistee North Pier Light (MNPL) – Insurance Update

- i. We are currently still waiting for Auto Owners to approve the insurance.
- ii. Jack talked to Dena Stamford about modifications, and she referred to the HSR. Railings will have to be a clamp system. Solar panels will have to be negotiated with city. No new holes can be drilled into the lighthouse. Displays may be done with clamp systems. We need to represent the period between the 1920-50s. They have a 2016 HSR for the site that we must adhere to. Adding a railing on the outside needs approval from either NPS or Corps of Engineers.
- iii. Nic reported that he got initial numbers on railings and the cost was lower than he expected. Now that we have to use a clamp system, he is not sure how much those numbers will be affected. Al believes that the clamping system will be less costly.
- iv. On three of the four levels are open faced. Larry wonders if that is a safety concern. Jack believes he has a solution.
- v. There are a few items that NPS wants changed in the concession agreement to clarify the need for NPS approval, and the insurance issue needs to resolve before the Board approves the agreement. We are hoping to have the necessary changes and approvals prior to the next board meeting. Dean requested that all board members receive a copy the HSR.

### b. August 17 – LSP Anniversary Event & SPLKA Annual Meeting Recap

- i. We generated about \$4000, mostly through merchandise sales.
- ii. The weather kept people away early in the day.
- iii. The location, food, etc. were good. Board members liked it and said they would do it again. Jack suggested moving it around to different light communities.
- iv. Attendance was up. Jack suggested that August might be a better month overall. He questioned whether the presenter was necessary at the annual meeting. He feels that time for members to talk is more productive.

## **7. New Business:**

### **a. Ludington State Park Proposals & Other**

- i. See director's report.

### **b. Proposed Plan for 7 days/wk in 2025**

i. Raelyn produced a rotating schedule for the four lights. Jack is concerned about daykeeper burn out and wonders if it is necessary to be open 7 days in May, September and October. The plan involves staggered move in, which creates issues. The proposed system does not allow for volunteers to due multiple consecutive assignments for multiple weeks.

ii. Dean suggested that the proposed system is more work than is necessary and over complicates things. Nic asked if this system would put a burden on the daykeeper system. Bobbi recommended a committee to study it and agreed that the proposal is too complicated. They are considering one-week tours at BSP. Board members believe the one-week tour is a good idea. Jack believes that the proposal is not that complicated.

iii. Al proposed a committee to study it. Rob and Dean and Larry agreed to talk with Raelyn to refine the plan for the next board meeting. The committee will meet in October.

### **c. Proposed Idea of Back Up Linens/Towels at Residences**

- i. Bobbi proposed that the association have back up linens at the residences for keepers. She is willing to head the effort and seek donations, but also thinks there might be a budget item.
- ii. She also thinks that blinds need to be installed in upstairs windows.

- iii. Nic wondered who would maintain the linens. Bobbi responded that if you use it, you would wash it. Bobbi thinks we should start with volunteers. She doesn't predict a whole lot of expense.
- iv. Jack doesn't think that we want to get into the business of supplying back up items. He doesn't want to look for secondhand items.
- v. Rob doesn't think that we should do it, as the washers are not set up for quilts. We are supposed to bring our own. Mark agreed.
- vi. Al would like to hear what Raelyn thinks and if that is an issue. Jack will ask her to write something up for the next meeting.
- vii. Bobbi offered to withdraw the suggestions. She did suggest that perhaps all linens be removed.
- viii. Larry says that some of the comforters are in bad shape.

**8. Executive Session**

**9. Open discussion**

**10. Motion to adjourn**

**Next scheduled Board Meeting October 17, 2024 at 9:30 am, Zoom and in the office.**