



SPLKA Board of Directors Meeting Minutes

April 22, 2017, at 9:30 AM

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

Call to Order/Establish a Quorum:

A meeting of the Board of Directors for the Sable Point Lighthouse Keepers Association was held on April 22, 2017 at 9:38 a.m. in the Ludington North Breakwater Residence, Ludington, Michigan. The President, Kirk Lindquist called the meeting to order. The following Board members were present: Kirk Lindquist, Sheila Meeusen, Roger Pashby, Bill McBeth, and Ted Robinson. Board members absent: Kim McDaniel and Jeff duPuis. Staff members present were: Executive Director Peter Manting, Matt Varnum, Carol Cooper, Jim Hardie, and Rachel Bendele.

Audience Comments/Correspondence:

None.

Approval of Minutes of Board Meeting of March 25, 2017:

Minutes were accepted as presented.

President’s Report:

Kirk Lindquist welcomed Bill McBeth as a new Board member.

Treasurer’s Report:

Roger Pashby, along with Carol Cooper, presented the Treasurer’s Report.

Kirk Lindquist requested that budget amounts be added to Profit/Loss statement.

Treasurer’s Report was accepted as presented.

Staff Reports:

- **Executive Director’s Report:**

Peter Manting reported the following:

- Submitted grant requests to Mason County Community Foundation, Great Lakes Energy People’s Fund, Consumers Energy, Meijer Corporation, and Walmart for

the 2017 Michigan Lighthouse Festival, Oceana Community Foundation for funds for music at our lighthouses this summer, and the North Face Company for funds to sponsor school field trips to BSP.

- Re-registered for the governmental grant aware site SAM.gov (System for Award Management) which needs to be maintained by SPLKA to be eligible for governmental grants.
 - Other grants to be applied for include DTE Energy and Boggs Footwear which will both be submitted shortly.
 - Freeland Roofing of Ludington has been contracted to replace the roof at BSP.
 - Worked on website updates with Ludington Chamber of Commerce, Pure Michigan, and the Western Michigan Tourist Association.
 - Attended a webinar entitled "Managing Your Team" put on by the American Association for State and Local History of which SPLKA is a member.
 - Took the staff on a tour of our proposed new office building on Ludington Avenue.
 - Met with the contractor who will be doing the work on the garage/work shed on site at WRLS, along with Matt Varnum, Jim Hardie, and Ted Robinson. Work will commence on April 24 with the first part scheduled to be completed by opening day at WRLS on May 26.
 - Met and hosted Bill Lucas, professor from the University of Michigan and member of the Detroit Symphony, who has a grant to compile a CD which will include original brass fanfare compositions. All four of our lights will have pieces written for them. Completed CD's may be sold in our gift shops and used as fundraisers starting in 2018.
 - Checked BSP, which was broken into on April 22, but everything was secure.
 - This past week, a 75-foot boat ran aground about 1 mile north of BSP. Coast Guard officials as well as State Park officials have been transporting piping to get 400 gallons of fuel off the boat before it broke up.
 - Welcomed new keepers to BSP.
 - Worked with Carol Cooper and Connie Tewes on finishing up the audit and the 990 for 2016.
 - Got a grant for \$1,250 from the White Lake Community Foundation for new storm windows/screen combinations for WRLS.
 - Made some phone calls regarding location and speaker for the 2017 Annual Dinner.
 - Working with Bob Baltzer on a major fundraiser to be presented at the May Board meeting.
 - Finishing the spring newsletter which should be at the printer the first week of May.
 - Continuing to make business contacts in Ludington. SPLKA received \$1,000 from Pro Act Service Company for the BSP roof project as a result of these contacts.
 - Will be out of the office, on vacation, from May 8 to May 12.
- White River Light Station Report:

Matt Varnum reported the following:

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- Continuing to work on grounds and spring cleanup.
- Will be going with Ted Robinson to accept the \$1,250 check from the White Lake Community Foundation for new storm window/ screen combinations for WRLS.
- On Monday, April 24, the contractor will be starting work on the workshop.
- Will be attending a conference in Petoskey on artifact preservation.
- Reported that he needs volunteers at WRLS this summer.
- Waiting for bond from insurance company for beer event this summer.

- Operations Report

Rachele Bendele reported that she is still scheduling keepers, accepting merchandise, and scheduling interviews with new keepers. Spring training is next Friday, April 28. Rachele reported she has about 60 keepers coming to spring orientation. Also, next week is volunteer week and she will be sending out postcard reminders.

- Maintenance Report:

Jim Hardie reported the following:

For Big Sable Point:

- BSP residence has opened. Much work still needs to be done to remove all the sand and install the old and new walkways.
- New storm windows on the west side will be installed on April 24.
- The new roof replacement should start the week of April 24 weather permitting.
- Wooden decorations on the roof will be refurbished and repainted and reinstalled by the contractor.
- Septic work will be completed after the roof replacement is finished.

For Little Sable Point:

- New flooring has been installed in the main entrance, kitchen, and dining room in the residence.
- Testing for mold in the residence was completed. One bedroom and the first-floor bathroom will need to be treated.

For Ludington North Breakwater:

- The residence needs exterior painting. The Board members will be assisting on April 22.

For White River Light Station:

- The garage has been completely emptied in anticipation of renovation commencing shortly. Some items have been stored at LSP garage.
- Work on the garage/workshop will commence on April 24.

Staff Presentation: Historic Structure Maintenance and Restoration:

Jim Hardie made a slide presentation, including the following information:

- The main focus of maintenance is to preserve as stated on our mission statement.
- That includes, in large part, a control of moisture in our structures.
- Types of maintenance: reactive, preventative, predictive.
- SPLKA does reactive and preventative.
- Handbook on preservation of lighthouses has been published and includes 360 pages of information.
- Lease for each light—LSP and BSP have been leased from the state.
 - Under the state leases, SPLKA is to perform all maintenance.
 - SPLKA works with the park manager much of the time.
 - State Park, Lansing, and SHPO are the main agencies SPLKA works with.
- LNB—SPLKA has a lease with City of Ludington
 - Coast Guard maintains lantern.
 - City gives us great latitude to do as we see fit.
- WRLS—SPLKA has a lease with Fruitland Township.
 - WRLS has no national historic designation yet.
 - SPLKA is responsible for all maintenance, except grounds.
 - Fruitland sets aside \$5,000 for ground maintenance each year.
 - Matt Varnum is our liaison with Fruitland Township.
- Major Projects for 2017
 - BSP—roof repair, septic tank baffle cleaning, road maintenance.
 - LNB—exterior paint touchup on tower, interior floor and rail painting in tower, residence exterior staining and painting.
 - LSP—tower window repair, electrical for gift shop, mold abatement in residence.
 - WRLS--garage, fence repair, grounds restoration storm window replacement, main entry door refurbishment.
- Future Concerns
 - BSP-- tower cladding repair and painting, brick repair at top above cladding, interior plaster repair in keepers' quarters.
 - LNB--complete tower painting and repair, porthole replacement.
 - WRLS—explore feasibility of expanding use for events, roof replacement, install HVAC for museum and new garage.
 - LS—build original entryway to light, whitewash inside of tower, install HVAC for residence.

New Business:

- New Office Location on East Ludington Avenue

Peter Manting reported that final paperwork is yet to be processed. July 1 is new move date, but this could change.

Old Business:

- Event Planning 2017

Peter Manting had signup sheets available for the Michigan Lighthouse Festival in August. Peter is especially looking for board members to host the Sunday morning event from 9 to noon at the maritime museum.

Peter also reported that the speaker is available for our annual meeting in September for a cost of \$3,000. Possible venue sites are the Ludington Holiday Inn. Many sites that Peter checked are not available in September.

- By-law Review: Board Input

Kirk Lindquist stated he would like to have a recommendation for bylaw changes available to members at our annual meeting.

Discussion Topics/Announcements:

- Insurance Coverage for Volunteers
 - Do we have coverage for injuries? Peter reported that volunteers are covered by medical for 5,000 for injury. After that, SPLKA would have to be proven negligible for any further costs.
- Fundraising Ideas: Planned Discussion at May Meeting
 - Volunteer keeper and former Board member Bob Baltzer is coming to our May Board meeting to make a fundraising presentation.

Adjourn:

Bill McBeth made a motion to adjourn; Roger Pashby seconded. Meeting adjourned at 12:25 p.m.

Respectfully submitted,

Sheila Meeusen

NOTE: Board members and staff had an afternoon workday at the LNB residence.