



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

**November 14, 2015 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 November 14, 2015 at 9:30 a.m. in the Cartier Mansion, 409 East Ludington Avenue, Ludington, Michigan. The Vice President, Sue Ann Schnitker, called the meeting to order. The following Board members were present: Sue Ann Schnitker, Sheila Meeusen, Doug Buikema, Bob Baltzer, Roger Pashby, and John Truxell. Board members absent were: Lenore Janman. Staff members present were: Executive Director Peter Manting, Shirley Mitchell, and Jim Hardie, . Guests: Kim McDaniel, Kirk Lindquist.

### **Pledge of Allegiance:**

All of those present stood and recited the pledge of allegiance.

### **Approval of Minutes of Board Meeting of October 17, 2015:**

Shirley Mitchell submitted a correction on Page 2: Plumber should be “Plummer.”

The minutes were accepted as corrected.

### **Audience Comments/Correspondence:**

None

### **Committee Meetings:**

None.

### **Reports:**

- Executive Director's Report

Peter Manting reported on the following:

- All lighthouses are closed for the season.

- Dave Depie has installed six more storm windows as part of our ongoing storm window/screen project at BSP.
- Two benches, one honoring Becky Perkins and one honoring Peter Woods, are being purchased by their families and will be installed at LSP next spring.
- A grant of \$250 from Boeing Aircraft and one of \$150 from Consumers Power was received for volunteer hours.
- The MLAP grant for \$32,500 was received for the HSR for LSP.
- Peter applied for a grant from DTE Energy which will be used towards the printing of more activity booklets.
- Peter is working on another MLAP grant for the HSR at BSP also.
- Peter spoke to the Ludington Optimist Club on November 10.
- Peter met with Kathy Maclean, President of the Ludington Chamber of Commerce on bringing the Michigan Lighthouse Festival to Ludington in 2017.
- Matt Varnum and Peter met with Sam E. St. Amour, Fruitland Township Supervisor, to review the 2015 season. The exterior sign at the entrance to WRLS has been changed to read "Owned by Fruitland Township/Operated by Sable Points Lighthouse Keepers."
- Peter and staff members attended the Seekers' potluck at BSP in October. The Seekers will be working at LSP on Mondays and Thursdays in 2016.
- Yearend inventory in the gift shops for 2015 is substantially lower than in years past.
- Tentative bus days for 2016 are June 25, July 16, July 30, August 20, September 24, and October 29.
- Our log book entries for all four lighthouses indicate German tourists are our most frequent foreign visitors seconded by the Canadian tourists.
- The next SPLKA newsletter is coming out the second week of December.
- 227 trex boards have been sold.
- Planning for 2016 seasons includes entertainment for our Night at the Lights series at LSP, staff is hosting a Halloween event at BSP the Saturday before Halloween, new storage facility at WRLS, new exhibits at BSP, and updating exhibits at LNBL.
- More and better signage for WRLS from US-31 is underway; SPLKA is requesting this through Michigan legislators who represent Fruitland Township.
- SPLKA has purchased a used 27' trailer for \$500; Jim will be remodeling the trailer this winter for use as the new gift shop for LSP.
- Peter attended a public open house for the general management plan for Ludington State Park. This plan defines the long-range (10-20 years) planning management strategy for the DNR's responsibilities to protect and preserve the sites natural and cultural resources.
- In the above plan, in 3-5 years, their plan is to install shade shelters, benches, and distance markers along the road to BSP, complete the HSR in 1-3 years, implement recommendations of the HSR at BSP, and replace the roof on the keepers' quarters in 1-3 years.
- Reminder letters are being sent to members to renew their membership for 2016.

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- Pure Michigan reported that 90,000 people signed up for the internet contest for a two-night stay at BSP; it was one of their most successful campaigns.
  - Peter will be following up on yearend appeals for Giving Tuesday, sale of trex boards, and on lapsed donors/members.
- Treasurer's Report

Doug Buikema reported on the SPLKA Asset Report. Shirley Mitchell reported that the Capital Improvement Fund increase is due to the transfer of profits from trex boards and the contingency fund.

Treasurer's Report was accepted as reported.

- Officers' Reports
- None.
- Committee Reports (including Standing and Ad Hoc Committees)
- None.

### **Old Business of Board:**

- It is the Recommendation of the Executive Director that the budget be approved as presented.
- Doug Buikema moved to accept, John Truxell seconded. Motion passed unanimously.
- Board Self-Evaluations:
- Sue Ann passed out handouts comparing our 2012, 2013, 2014, and 2015 years. Board members reviewed and discussed the evaluations.

### **New Business of Board:**

- It is the Recommendation of the Board's Personnel Committee that Peter Manting's work schedule be increased to ten months full time and two months part time with a salary of \$48,153 effective January 1, 2016.
- Bob Baltzer moved to accept; Roger Pashby seconded. Motion passed unanimously.
- It is the Recommendation of the Executive Director that Matt Varnum be issued an individual employment contract for 2016 with the work schedule of eight full time months and four part time months for an annual salary of \$20,184 plus housing of \$7,000 and utilities of \$2,000.
- Roger Pashby moved to accept; Sheila Meeusen seconded. Motion passed unanimously.

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- It is the Recommendation of the Executive Director to hire Carol Cooper as the SPLKA bookkeeper for 2016 with a work schedule to be determined by work load and Executive Director at the pay rate of \$15.45 per hour.

Roger Pashby moved to accept; John Truxell seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director to rehire Rachel Bendele to the position of Operations Manager the position with a work schedule of eight months full time (March through October) and four months part time (November through February). The pay for this position is \$19,742.

Bob Baltzer moved to accept; Doug Buikema seconded. Motion passed unanimously..

- It is the Recommendation of the Executive Director that Priscilla McBeth be issued an individual employment contract for 2016 with a work schedule of seven months full time and three months part time for an annual salary of \$18,241.

John Truxell moved to accept; Doug Buikema seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director to rehire Jim Hardie to the position of Supervisor of Maintenance and Restoration with a work schedule of nine months full time (March through November) and three months part time (December through February) for an annual salary of \$30,740.

Doug Buikema moved to accept; Roger Pashby seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director to rehire Debbie Dyer for 2016 with a part time year round work schedule at the hourly rate of \$10.50 per hour. Schedule to be determined by Executive Director.

Roger Pashby moved to accept; John Truxell seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director to rehire Cherie Hockenberger for 2016 with a part time year round work schedule at the hourly rate of \$10.50 per hour. Schedule to be determined by Executive Director.

Roger Pashby moved to accept; Bob Baltzer seconded. Motion passed unanimously.

- It is the Recommendation of Bob Baltzer to approve the following definition and assumptions for *Reserve Line Item*:

Definition: Money specifically designated in the SPLKA Annual Budget to cover any unplanned/emergency expenses during the fiscal year.

Assumptions:

1. A minimum of \$5,000 annually should be allocated to SPLKA's Annual Budget under *Reserve*.
2. The *Reserve* will be capped initially at \$30,000.

3. The total *Reserve* funding can be “increased” at the discretion of the Executive Director, but cannot be “decreased.”
4. Any withdrawals from the *Reserve Fund* must be approved by a majority of Board Directors.

Doug Buikema moved to accept; John Truxell seconded. Motion passed unanimously.

- It is the Recommendation of the Board’s Personnel Committee that the Board increase the mileage stipend from \$2,500 a year to \$3,000 a year for eligible employees and change the language of the policy to allow it to be paid monthly in equal amounts in the months employees work.

John Truxell moved to accept; Bob Baltzer seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director that tower tours stay at \$5.00 for adults and \$2.00 for children.

Sheila Meeusen moved to accept; John Truxell accepted. Motion passed unanimously.

- Election of Board Officers for 2016

For the office of President: Sue Ann Schnitker was nominated by Bob Baltzer, seconded by John Truxell. For the office of Vice President, Kirk Lindquist was nominated by Sue Ann Schnitker, seconded by Sheila Meeusen. For the office of Treasurer, Roger Pashby was nominated by Bob Baltzer, seconded by Doug Buikema. For the office of Secretary, Sheila Meeusen was nominated by Roger Pashby, seconded by Doug Buikema. Bob Baltzer moved that nominations be closed.

All those nominated agreed to serve in their respective offices.

- It is the Recommendation of Sue Ann Schnitker to approve Board meeting dates for 2016.

Roger Pashby moved to accept; Sheila Meeusen seconded. Motion passed unanimously.

- It is the Recommendation of John Truxell to determine locations of meetings as follows:

April 2 meeting to be held at the offices of the Chamber of Commerce, Ludington;

May 7 meeting to be held at SPLKA office;

July 9 meeting to be held at White Lake Community Library;

August 13 meeting to be held at SPLKA office;

September 17 annual meeting to be determined;

October 8 meeting to be held at White Lake Community Library;

November 12 meeting to be held at SPLKA office.

John Truxell moved to accept; Doug Buikema seconded. Motion passed unanimously.

**Discussion Topics:**

- Announcements

Sue Ann Schnitker announced that she is investigating Buzz's Lakeside Inn, 5700 North Scenic Drive in Whitehall, Michigan, for a facility to be used for our Annual Meeting in 2016.

Sue Ann Schnitker expressed thanks to Bob Baltzer and Doug Buikema for their many contributions to SPLKA and for serving on the Board. Sue Ann also expressed thanks to Shirley Mitchell for serving as SPLKA's bookkeeper for many years. Shirley read a statement to the Board members and staff highlighting how her work as our bookkeeper has changed since 2004. Excerpts from her statement follow:

"I don't think anyone imagined over 11 years ago that SPLKA would be the organization it is today. Thank you, present and past board members, for keeping this ship afloat and moving smoothly. Especially, I thank you for putting Peter in charge of such a wonderful staff. As I said to candidates at interviews this past week, I have never worked at a job with a staff who is so fun to be with, who is so focused on a goal of providing visitors with a good time, and who, at the end of the day, give me such fulfillment...Thank you not only for the wonderful Todd and Brad Reed book you gave me at the annual meeting but more importantly for the change to work with such a great group of people. It has been a wonderful journey and I hope that SPLKA continues to prosper, grow, and keep our lights accessible."

Roger Pashby presented a sample product for the store, coffee mug and coffee packaged together. Peter Manting will investigate this item further.

**Adjourn:**

Doug Buikema moved to adjourn; Bob Baltzer seconded. Meeting adjourned at 11:20 a.m.

Respectfully submitted,

Sheila Meeusen

NOTE: An orientation meeting for new Board members was held after our regular Board meeting.