



SPLKA Board of Directors Meeting Minutes

October 8, 2016 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 October 8, 2016 at 9:30 a.m. in the White Lake Community Library, White Lake, Michigan. The President, Sue Ann Schnitker, called the meeting to order. The following Board members were present: Sue Ann Schnitker, Sheila Meeusen, Roger Pashby, Kirk Lindquist, John Truxell, Lenore Janman, and Kim McDaniel. Staff members present were: Executive Director Peter Manting, Matt Varnum, Rachel Bendele, and Jim Hardie. Guests: Ted Robinson, Jeff duPuis.

Pledge of Allegiance & Prayer:

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

Audience Comments/Correspondence:

Roger Pashby submitted an article entitled “Keepers of the Light” that he wrote for The Good Life magazine.

Peter Manting submitted a copy of the new lighthouse design for license plates from the Secretary of State’s office.

Approval of Minutes of Board Meeting of August 13, 2016:

Roger Pashby submitted a spelling correction on Page 3; Jeff’s last name is spelled “duPuis.”

Peter Manting submitted a spelling correction on Page 4; “fro” should be “for.”

Sheila Meeusen submitted a correction on Page 1. Kim McDaniel should be listed as absent only.

Sue Ann Schnitker submitted an addition to the minutes under “Other Business.” “Jim Hardie discussed that the North Manitou Lighthouse is up for auction. Board members

discussed the need to find out more information. Peter and Jim agreed to look further into this matter.”

Minutes were accepted as amended.

Treasurer's Report:

Roger Pashby presented the Treasurer's Report. Board members asked questions regarding the report. Board members noted that attendance at the Annual Meeting has declined in recent years and suggested that a change in format and/or time should be investigated.

Treasurer's Report was accepted as presented.

Reports:

- Executive Director's Report:

Peter Manting reported the following:

- Two bus days in August and one in September to BSP took in a total of \$3,239.
- Spoke with several governmental agencies about the possible purchase of the North Manitou shoal lighthouse. The decision was made not to enter a bid as estimates were around 1 million dollars to refurbish the light. The winning bid taken from four interested parties was \$75,000.
- Spoke to Brian Lijewski of SHPO regarding a new roof at BSP. He is of the opinion that the roof was originally cedar shingles. He stated that we could replace it with asphalt shingles coinciding with the last addition in 1947. The color was originally red but was replaced with black in the late 70's and then returned to red after SPLKA took BSP over in the early 90's. Currently, we are trying to fund a Historic Structures Report and Brian agreed that the period of relevance should be after the last addition to BSP.
- Attendance on August 25, 2016 at a meeting in Whitehall to organize volunteer presenters. Board members Lenore Janman and Sheila Meeusen were also present. Four volunteer presenters were given materials to use when making their presentations to school groups.
- Activity books have again been printed bringing the total to 35,000 since it was first printed in September, 2014.
- Wrote an article on ghost stores from BSP for the October/November issue of Plus Magazine.
- Attendance at a workshop on grant writing put on by the Mason County Chamber of Commerce. Two grants were filed: one for \$1,250 with the Oceana County Community Foundation for next year's activity book printing and one for \$5,000 with the Mason County Community Foundation to help in funding a new roof at BSP.
- Meetings with new board members Jeff duPuis and Ted Robinson.
- Attendance at a thank-you luncheon for Breakers.

- Attendance at the Living History Workshop in Lansing and a weekend conference at the State History Conference in Alpena.
- Attendance at Chamber of Commerce functions in Ludington as well as a West Michigan Tourist Association gathering in Muskegon.
- Gave a personal guided tour to all four lighthouses to visitors from Vancouver, British Columbia, who had made arrangements with Senator Hansen's office.
- Meeting with Carol Cooper to compile the 2017 budget.
- Reported that attendance was up at three of our four lights this year.
- Total trex board sales are at 360.
- Attendance at the Friends of White River meeting. A contractor has been selected to rework the exterior of the work shed at WRLS and he also will be installing a new foundation on the building.
- Freeland Roofing has completed our flat roof project at LNBL.
- Will be working on employee reviews in October.
- Newsletter is due to be sent out by middle of November.
- Small grant requests to DTE Energy and Walmart.
- Will be meeting with Jody of Silver Lake State Park. SPLKA would like to start selling trex boards for installment at LSP.
- Submitted stats for 2016 tower climbs: 16,073 for BSP, 26,503 for LSP, 8,104 for LNBL, and 4,617 for WRLS.

- Maintenance Report:

Jim Hardie reported the following:

- At BSP, the new beds purchased at the beginning of the season were replaced because of defective foam. The manufacturer replaced them free of charge.
 - The painting of the east and south exterior sides at BSP has been completed. Special thanks goes to volunteers Bob Baltzer and Ken Reeves as well as others who helped with this project.
 - Boy scouts had a service day at BSP where they repaired and refurbished old wood walkways.
 - At LSP, the trailer/gift shop and walkways have been moved and are being stored at the residence.
 - Contractor is coming in October to LSP residence to give quote on stabilizing the east basement wall.
 - Gave an estimate of \$100,000 to restore the inside walls at LSP tower.
 - At LNBL, the new roof is complete thanks to Freeland Roofing.
 - Investigating the repair and replacement of portholes that are missing.
 - At WRLS, back porch columns are to be replaced in October.
 - New grills at BSP, LSP, and LNBL.
- Operations Manager Report:

Rachel reported the following:

- An overall good season.
 - BSP—15 tours staffed with resident keepers, 100 volunteers, 25 new, 20 school groups.
 - LSP—20 tours staffed with resident keepers, 90 volunteers, 25 new, 35 day keepers, 10 school groups.
 - LNB—17 tours staffed with resident keepers, 168 volunteers, 15 new, 14 day keepers, 5 school groups.
 - 36 keepers worked more than 1 tour.
 - Six bus days this year.
 - Feedback from volunteer surveys included the following comments:
fellowship with other keepers, staff was awesome, stay flexible, orientation was very informative, much busier than I thought it would be, receive much more than I give as a volunteer, more written checklist procedures.
 - Keepers like the day off.
 - Passport books holders should donate \$1 for stamping.
 - Negative feedback related to LSP gift shop, keepers like things as they have “always been.”
 - Positives outweigh negatives.
 - Currently at work on getting the 2017 applications and supporting documents online so that volunteer keepers can file their applications electronically.
 - Ideas for the future include collecting data on length of time volunteers have been with us and possibly recognizing it at the Annual Dinner.
 - Mailings have been sent to schools in 100-mile radius in the past.
 - Emphasized the need for large groups to pre-register before visiting our lights.
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- White River Light Station Report:
 - Matt Varnum reports that he has received lots of compliments on grounds and museum, but some visitors do say that the light is hard to find. There is a special color tour in West Michigan which includes a visit to WRSL. Fridnes Group has a contractor to finish foundation this fall; however, the new exhibit area will not be open to public until 2018.
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- SPLKA Board President:

Sue Ann Schnitker read a letter of resignation in which she resigns from the Board effective October 15, 2016. Sue Ann stated she has too many commitments. Lenore pointed out that a new Board member will need to be appointed for the new year.
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- Goal Committees:

Goal I: No Report.

Goal II: No Report.

Goal III: Sheila Meeusen reported on the volunteer presenters meeting on August 25, 2016. Sheila stated that the meeting went well, we had 4 people come for the orientation to the White Lake Community Library. Peter, Lenore, and Sheila were there to represent the Board. Lenore Janman delivered a short PowerPoint presentation to the group and Sheila had made up packets including a copy of a PowerPoint presentation on a USB drive that the volunteers could give to school groups along with an evaluation form.

Peter Manting stated that a letter will go out this fall to schools making them aware that SPLKA has presenters available.

Goal IV: No Report.

- Fund Raising Committees

Goal I: No Report.

Goal II: No Report.

Goal III: No Report.

Lenore Janman stated that the Board is still waiting for the implementation of fund raising ideas that have already been submitted.

New Business:

- First Reading of the 2017 Budget

Board members were given a handout showing only figures for 2017 and asked to see the actual figures for 2016 also. Peter will have the 2016 figures at our November meeting.

- Completion of Board Evaluations of Director

Sue Ann Schnitker reported that she has all the evaluations. Kirk Lindquist will have the results of Board Member evaluations at our November meeting.

- Completion of Board Self-Evaluations

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Kirk Lindquist will have the results of the Board self-evaluations at the November meeting.

- It is the Recommendation of the Executive Director to deaccession the World War II model ship from the SPLKA archives.

Kim McDaniel moved to accept, Lenore Janman seconded. Motion passed unanimously.

- It is the Recommendation of the Executive Director to file a MLAP grant for a new roof on the keeper's quarters at the Big Sable Lighthouse with the total cost of the project not to exceed \$30,000. Deadline is probably November 18

Roger Pashby moved to accept, Kim McDaniel seconded. Motion passed unanimously.

The Board Recessed to Executive Session at 11:45.

The Board Adjourned from Executive Session at 12:25.

- It is the Recommendation of the Executive Director to hire Rachel Bendele as both Operations Manager and Gift Shop Manager November 2016-December 2017.

Kim McDaniel made a motion to merge the two positions with the salary to be determined, Roger Pashby seconded. Four voted yes, two voted no. Motion passed.

Peter Manting will write a new job description which the Board will consider at its November meeting.

Discussion Topics/Announcements:

Lenore Janman summarized information regarding the Board's history of tracking its progress via a spreadsheet. Projects to be accomplished were listed along with who was responsible for the accomplishment of the projects and date it was to be finished. Lenore explained the goal of this spreadsheet was to keep members on task and to make sure that follow-up was accomplished. It was decided that this suggestion would be a good one to follow in the future.

Roger Pashby suggested workdays at our lights be set up again in the spring,

Kirk Lindquist suggested scheduling an all-day annual Board retreat.

Sue Ann announced the next Board meeting in November. It was suggested that Board meetings be scheduled on the third Saturday of the month as was done in previous years. Dates will be set for next year's meeting in November. New Board member orientation will be March 18, 2017.

A thank you was expressed to outgoing Board members John Truxell and Sheila Meeusen for their service to the Board. Their last meeting will be the November meeting.

Adjourn:

Kim McDaniel moved to adjourn; John Truxell seconded. Board meeting adjourned at 12:35 p.m.

Respectfully submitted,

Sheila Meeusen