



SPLKA Board of Directors Meeting Minutes

March 17, 2018 at 9:30 a.m.

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

Call to Order:

A meeting of the Board of Directors for the Sable Points Lighthouse Keepers Association was held on March 17, 2018, at 9:30 a.m. in the SPLKA Offices, 905 E Ludington Ave., Ludington, Michigan. The President, Jeff duPuis, called the meeting to order. The following board members were present: Bob Baltzer, Kim McDaniel, Ted Robinson and prospective board member, Carl Wiegand. Absent Board members: Roger Pashby and Bill McBeth (excused). Staff members present were: Executive Director Peter Manting, Matt Varnum, Rachel Bendele, Carol Cooper and Jim Hardie.

Pledge of Alligiance:

All of those present stood and recited the pledge of allegiance led by Jeff.

Introductions:

Peter suggested introductions be made. Jeff started with the introductions and all present introduced themselves and gave a brief background themselves, their roles in SPLKA and their commitment to the organization. Jeff thanked Carol for taking the minutes.

Establish a Quorum:

Jeff & Peter confirmed that there was a quorum.

Audience Comments/Correspondence:

Peter mentioned that a national magazine, Coastal Living, is doing an article on SPLKA in April. Peter did fact checking for them.

He also mentioned that SPLKA is now on the Chamber of Commerce events, listing events, schedules, music events, bus days, etc.

Approval of Minutes of Board Meeting of November 18, 2017:

Jeff called for approval of minutes of Nov 17. Bob moved to approve the minutes: Ted seconded.

There was discussion on the minutes.

Kim asked for corrections to minutes regarding Peter's evaluation. Kim indicated she said that Peter showed significant improvement in grant writing and he showed a good aptitude for event planning.

Jeff indicated the date is incorrect in the agenda for minutes.

Ted mentioned, under board vacancy, applications are to be submitted through nominations committee.

Motion to accept the minutes with corrections passed unanimously.

Appointment of New Board Member:

Recommendation for Board of Directors Consideration

Ted made a motion to appoint Carl Wiegand as a new board member. Kim seconded. Motion passed unanimously.

Carl was congratulated and Carl thanked the board for opportunity.

Election of Officers:

Jeff said the board would recognize who is interested in board positions and then vote.

President: Jeff does not believe he's in the best position this year to continue as president, but is interested in Vice President. There was discussion regarding the possibility of co-chairs suggested by Kim.

Jeff asked if anybody is interested in President, Bob said he was interested.

There were no other nominations. Carl moved nominations be closed. Ted seconded.

Jeff asked for all those in favor, and all agreed unanimously.

Vice President: Jeff indicated he is interested in Vice President if it is the will of the board.

Kim moved that Jeff be Vice President. Ted seconded.

Roger was nominated as he was interested in Vice President also, but was also willing to serve as Secretary filling the board's needs.

Nominations were closed.

There was secret written ballot for Vice President. Matt tallied the votes. Jeff was voted Vice President unanimously.

Board Secretary:

Ted nominated Roger for secretary.

No other nominations. Kim moved nominations be closed.

Roger was elected Secretary unanimously.

Treasurer:

Kim offered to be Treasurer. Bob nominated Ted.

Motion to close nominations by Carl. Kim seconded.

Ted was elected Treasurer.

Treasurer's Report:

Peter presented the Treasurer's Report. There were discussions and questions regarding inventory. Peter explained that inventory will be adjusted by Connie Tewes, CPA, in year-end adjustments for 2017. Inventory will then be approximately \$36,000 more in line with 2016. Inventory is overstated until Connie Tewes completes the adjustments. Jeff suggested the minutes reflect that.

Other discussion relating to assets included increases in investments and capital campaign funds due to investment income and some decrease due to the new roof at Big Sable, which increased Building Improvements.

Peter asked for questions regarding the Profit & Loss statement. He indicated it showed a loss at this time because of the time of the season. There was discussion regarding merchandise sales, and Rachel indicated that merchandise sales were up by a little over \$40,000. Peter confirmed that visitor numbers were up also.

Kim said Rachel finds products that are appealing. Rachel indicated she proposed to combine the jobs because she's at lighthouses and can see what people are wanting. Rachel visited a gift show in spring of 2017 and got new ideas for retail. Jeff congratulated Rachel for her hard work and keeping things that they need.

Peter talked about the Balance sheet proposed fixed budget report. Peter said in getting grants, it's helpful for him to go in with specific projects. Peter sent letter to all chambers and merchants in town, that we're looking for donations for portholes.

Jeff suggested Peter & Jim prioritize the fixed assets budget for the board. Ted suggested also including a little explanation of each item and putting them in order. Jeff said Peter & Jim are the experts and Kim confirmed that she has a great deal of respect for their expertise. Carl mentioned that importance, safety, & maintenance should be first.

Bob made a motion to accept the Treasurer's Report. Kim seconded. The motion passed unanimously.

Staff Reports:

Executive Director – Peter Manting

Peter said we are ready to move into 2018 head on. He presented his written report. (See attachment)

Peter said there are some new things since his written report. Sunday evening, Peter accompanied photographer Dave Zapatka out to BSP. Dave is from Rhode Island and has recently relocated to Detroit. He published a book called Stars & Lighthouses. Peter presented a slide presentation of photographs taken of Big Sable and the North Breakwater. Peter said the photographer will publish some of the pictures in his new book and will donate to SPLKA whatever pictures they want for merchandising.

Peter said that new grant opportunities have opened up this week, particularly Uncommon Places and North Face & Outdoor grants to help bring in school groups.

Peter has written articles for local newspapers, for projects on Trex boards at WRLS, BSP & LSP & portholes and worked on new advertising ideas. He has been working with Misty with archives to get organized and is working on an update regarding BSP light is at the Port of Ludington and update the video.

Peter announced that SPLKA was awarded a 2018 Governor's Historic Preservation Award for the long-term stewardship of four Lake Michigan light stations.

Peter thanked board for opportunity and asked for questions.

Jeff asked for biggest challenge in grant writing area? Peter said, so many people write for grants, how does he stand out from the rest of them. Storytelling for non-profits helps, to get our story out there. It needs to be a compelling story, beyond facts. Peter continually searches for grant writing opportunities. Jeff indicated he is going to ask a group that might be able to give us more opportunities. People want to do good with their wealth and save on taxes.

White River Light Station – Matt Varnum

Matt presented his written report and indicated there was nothing new to add. (See attachment)

Ted talked about doing research, educational programs and re-establishing taking busses to White River for Michigan History for 3rd graders. Rachel indicated there are a lot of 3rd & 4th graders at BSL & LSP that coordinate with the naturalist. There are some groups to LNBL & WRLS. This was followed by further discussion on Matt's report.

Jeff asked Matt what his biggest challenge is. Matt said "finding it", working on more signage. Ted suggested more involvement in marketing to let people know about the new museum etc.

There was further discussion on better ways to find it and challenges of school groups.

Maintenance – Jim Hardie

Jim presented his report and discussion followed. (See attachment)

Jim highlighted the maintenance projects at the lights and office, including painting and repairing cracks, adding additional lighting, fixing boiler issues, repairing shingles, refinishing doors, rebuilding storm windows, working on the porthole project, installing new HVAC unit and making a new table for the conference room from a spare door

Operations/Gift Shop – Rachel Bendele

Rachel presented her report and discussion followed. (See attachment)

Rachel is excited about the donation of photos to be used for merchandise. She has wanted beach towels based on customer requests. The photographer has offered to donate photos for the towels and she has found a vendor.

Rachel has been excited about filling spots for summer. She also discussed transitioning to the Square program.

Jeff will attend spring training on April 27 and make comments

Discussion was had regarding possible hands on opportunities for defibrillator by Kim

Upon completion of staff reports, there were questions and discussions regarding staff reports. Bob indicated he wants detailed reports and will let staff know through Peter what should be in reports.

Board Information:

The board would address board meeting dates, retreats and portholes which were already discussed.

Peter discussed the Michigan Lighthouse Legacy Landmark program. Dr. Bill Lucas from the University of Michigan and the Detroit Symphony is working on fanfares of the lighthouses. He is working on grants for the fanfares and multimedia presentations. They are free to SPLKA.

Peter showed the fanfares on LNBL on You Tube. He also showed LSP, which is not yet on You Tube.

Old Business:

Recommendation to Deaccession Range at White River

The old range in basement. It was tabled to get more information from the Friends of White River. It was put in WRLS when the lighthouse was electrified.

Peter requested taking that off the table and it will not be deaccessed due to possible use in future museum. Matt requested obtaining historical documentation of the stove if possible.

New Business:

Recommendation: to Hire Summer Interns

Eric Quick

Becka Fulsom

Kim made motion to accept the recommendation. Jeff seconded

Motion passed unanimously.

Recommendation from Staff to raise money to refinish the 40 doors, Interior and Exterior at BSL.

Kim made motion to accept the recommendation. Ted seconded

Grant needs board approval.

Motion passed unanimously.

Concert and Fetch Brewing event at White River

Recommendation to hold Beef Event Fund Raiser at the White River Light Station

Kim made motion to accept the recommendation. Ted seconded

Motion passed unanimously.

(10 minute break)

Discussion Items:

Bob thanked the board for the vote of confidence. Bob outlined his background and service in the Air Force, SPLKA, community roots, volunteer work, special education teacher, family, hobbies, and his vision for the board. His vision includes an active, prepared, educated and working board. He emphasized the importance of working on strategic plans, a 5 year and 25 year plan.

The importance of teamwork was stressed and all board members were asked to express their reasons for being on the board. The job descriptions of officers and board members were reviewed and there was discussion on duties and descriptions.

The next board meeting is April 21, with staff to attend, to review the strategic plan, modify if necessary, and answer questions.

The Board will evaluate the number of board meetings.

Adjourn:

Kim moved to adjourn. Jeff seconded. Meeting adjourned at 1:10 p.m.

Next Board Meeting: April 21, 2018.

Respectfully submitted,

Carol Cooper, Bookkeeper