

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
March 18th, 2021
Online via Zoom

Attendees: Gary Beastro (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Ed Hernandez (Waushara); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands RC&D Staff); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Gerry Zastrow (Portage); Al Barden (Member-at-Large). Bill Clendenning was also present.

CALL TO ORDER: Hernandez called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES: Motion made by Walker, seconded by Zastrow, to pass the minutes from the January 2021 meeting. Motion carried unanimously.

VOTE FOR CHAIR: This was listed on the agenda by mistake and removed without action.

Into Closed Session: 9:02 am

Out of Closed Session: 9:35 am

TREASURER'S REPORT: Hilgart discussed the most recent treasurer's report. She indicated that dispersals and receipts were routine. Motion by Barden, seconded by Walker, to forward to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES:

State RC&D Dues: The state organization has requested \$200 voluntary dues to support meetings and to develop a strategic plan in 2021. No meetings were held in 2020, so no dues were paid then. Motion by Evans, seconded by Barden, to pay \$200 for the 2021 state dues. Motion carried unanimously.

2020 Actuals/Projected: There was more revenue than projected in 2020 and expenses were less than expected. This resulted in \$24,078 more revenue than expenses for 2020. A discussion occurred about options. Motion made by Evans, seconded by Barden, to put the money in the contingency fund. Motion carried unanimously. The P/F Committee will review after reconsideration of the request to raise the line of credit (which has been denied so far).

2021 Draft Budget: A draft budget for this year was emailed previously. Butkiewicz said that it was more conservative than prior years, so it shows only a \$10 difference between revenue and expenses. This will change if additional income, such as other grants, are received during the year. Motion by Evans, seconded by Walker, to send on to the full council. Motion carried unanimously.

Endowment 2020 Performance: The report about the performance of the Endowment Fund showed an increase in our investment. Motion by Barden, seconded by Walker, to reinvest the distribution until it might be needed. Motion carried unanimously.

Rent: The building has a new owner. However, the current lease runs until the end of June 2022, so rent costs will remain the same until then. Consideration needs to be given to determine whether to stay in the same size office space or do more activities virtually.

STAFF AND MEMBERSHIP:

Staff Positions: Interviews and hiring for full-time and seasonal positions are ongoing. The Westfield NRCS position is likely filled, but the Medford position is still open. The funding that was applied for a regional TIS/NEWIP coordinator was not awarded.

Minutes and Secretary's Absence: The plan is to have all draft minutes submitted to the Golden Sands RC&D's office by the following Monday and distributed to members the following Thursday after the meeting (the 4th Thursday of the month). Consideration is being given to developing a template that could be used to take minutes if the Secretary is not available.

COUNCIL PURCHASES: No new items.

INSURANCE & BENEFITS: Benes is still looking into options.

COMMUNICATION/MARKETING

Newsletter: The most recent newsletter, which was distributed about a month ago, was about jobs available at Golden Sands RC&D.

Document Retention Policy: Butkiewicz is working on a document retention policy.

OTHER BUSINESS: No new items.

ADJOURNMENT: The meeting was adjourned at 10:03 a.m. upon a motion made by Barden, seconded by Walker.

Respectfully submitted,

Reesa Evans
Recording Secretary