

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
July 25, 2019
Golden Sands Office, Stevens Point, WI

Call to Order: Ed Hernandez called the meeting to order at 9:03 a.m.

Attendees: Ed Hernandez (Chair); Al Barden (Member-at-Large); Gary Beastro (Marathon); Hugh O'Donnell (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff). Bill Clendenning (Wood) was also present.

Introductions: All members were familiar with each other. Introductions skipped.

Minutes: Motion made by Barden, seconded O'Donnell, to approve the minutes of the last meeting. Motion carried unanimously.

Into Closed Session: Motion made by Barden, seconded by O'Donnell, to go into closed session at 9:05 a.m. Motion carried unanimously. Clendenning left the room.

Out of Close Session: Motion made by Beastro, seconded by Hernandez, to go out of closed session at 9:10 a.m. Motion carried unanimously. Clendenning returned to the room.

Treasurer's Report: Hilgart passed out the most recent treasurer's report. No spending out of the ordinary. Endowment report for Jan-June shows the \$5000 deposit made, and \$1706 earnings, ending balance \$21,660.58. No use of the contingency fund. Motion by O'Donnell, seconded by Barden, to forward to the full council. Motion carried unanimously.

Financial Procedures:

Bank Change Update: The current bank used by Golden Sands RC&D, Huntington, is merging with Associated Bank in Wisconsin. Hilgart researched new terms and determined no need to move GS accounts.

Personnel Manual Revisions: Tabled until September. Organizational flow chart reviewed. Needed update to Committee titles, names of staff removed. Revised version will go to full Council for approval in Sept. Personnel flow chart discussed. Will need revisions as well.

Fundraising Plan & LCC Meetings: Benes passed around the professional services sheet created by Bob Walker. Can be an insert into the highlights publication, or used separately.

LCC meetings attended: Benes went to Portage Co in June, emailed project update to Marathon Co. That completes visits/updates to all 12 counties. Benes also attending upcoming interagency meeting in Waushara Co.

Staff and Membership:

New Employees: Admin Assistant, Jodi Buchanan, resigned. Job opening is posted. Amanda Burzynski was recently hired as new Environmental Education & Outreach Coordinator.

Personnel Reviews: No reviews this period. Looking for a shorter process so annual reviews are possible. Jan 2020, Benes will aim to be on annual review schedule.

Council Purchases:

New Video: Completed. Discussed using \$100 of advertising money towards social media promotion of video. Benes also brought forward an old GS brochure and proposed we get a new one put together. Estimated cost to produce and print 1000 = \$600 with labor. Motion by Barden, seconded by Beastrom, to approve budget towards new brochure. Motion carried unanimously.

Insurance & Benefits:

Liability: Ed Miller not present to update us on liability policy. Question about whether an employee can volunteer time, and terms for maintaining transparency. Perhaps a volunteer waiver is sufficient? Would need to take question to outside council.

Personnel Policy & Procedure Handbook:

Newsletter: Summer e-newsletter went out earlier this week.

Website: Buchanan went through all pages to edit for consistency (font type/size/format, spacing, alignment, etc...).

Other Business: A letter was discussed regarding groundwater bill AB21. Letter for review at full Council, will go to 36 elected officials in our 12-county area.

Adjournment: The meeting was adjourned at 9:55 a.m. upon motion made by Beastrom, seconded by Barden.

Respectfully submitted,

Amy Thorstenson
Advising Director, Golden Sands RC & D