

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
July 22nd, 2021
Lake Helen Park/Online

Attendees: Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Al Barden (Member-at-Large); Reesa Evans (Member-at-Large); Diane Hanson (Marathon); Gerry Zastrow (Portage); Gary Beastron (Member-at-Large).

CALL TO ORDER: Hernandez called the meeting to order at 9:03 am.

APPROVAL OF MINUTES: Motion made by Evans,, seconded by Barden, to pass the minutes from the May 2021 meeting. Motion carried unanimously.

Into Closed Session: 9:05 am.

Out of Closed Session: 9:14 am.

TREASURER'S REPORT: Hilgart passed out the treasurer's report, along with separate sheets outlining credit card expenses. Several orders for tree shelters were received. Some orders for Plantra products had to be refunded because items became unavailable due to the pandemic. The commercial loan account was closed by the bank, so alternatives are being investigated. There is enough in the contingency fund to cover one payroll if needed, but it might be better to have enough for two payrolls. Motion by Evans, seconded by Barden, to forward to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES: None

STAFF AND MEMBERSHIP:

Voluntary Membership Dues: All members have paid towards their membership fees except for one corporate member. The amount received is within \$8 of what was estimated in the budget for 2021.

COUNCIL PURCHASES: No new items.

PERSONNEL POLICY & PROCEDURES HANDBOOK

Document Retention Policy: Butkiewicz is working on a draft and will be provided a contact for legal questions.

Conflict of Interest Policy: Three people still have not signed the conflict of interest policy. Contacts will be made to try to get this completed.

Handbook: A section has been added to cover an emergency event like a pandemic or natural disaster. Butkiewicz will send out the suggested changes for the P/F members for review and recommendations.

COMMUNICATION/MARKETING

2020 Highlights: 2020 Highlights were recently made available to the public via Golden Sands RC&D's website, Facebook page, and contact list.

Newsletter: A July newsletter is in process. Thorstenson would like to be able to do a monthly newsletter.

50th Anniversary Planning: 2022 will be the 50th Anniversary for Golden Sands RC&D. Ideas for the celebration were discussed, including: a t-shirt design contest, a photo contest, a video contest, and a wine tasting. There may need to be two events with one being focused on the contests and younger crowd and other one directed towards adults and potential donors. Anyone who is interested in helping with planning should contact Butkiewicz.

OTHER BUSINESS:

Wisconsin Public Radio (WPR): WPR does marketing and advertising. Butkiewicz will look into this, since it appears to cover our service area.

Increase P/F Meeting Time: Butkiewicz would like to extend the Personnel/Finance Meeting to 1.5 hours.

Project Threshold: A discussion occurred about setting a \$5,000 limit for in-house authorization on a project, which would make approvals more efficient and timely.

Juneteenth and 2022 Holidays: The federal government made Juneteenth a national holiday. Historically, Golden Sands RC&D has kept the federal holidays, but a different schedule might work better. Butkiewicz will look at how this will affect office operations and employee schedules.

ADJOURNMENT: The meeting was adjourned at 10:10 am. upon a motion made by Barden, seconded by Evans.

Respectfully submitted,

Reesa Evans
Recording Secretary