

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

Attendees: Reesa Evans (Member-at-Large); Gary Beastro (Member-at-Large); 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); Bob Walker (Member-at-Large); Al Barden (Member-at-Large); Gerry Zastrow (Portage); Bill Clendenning (Wood).

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

APPROVAL OF MINUTES: A motion was made by Walker, and seconded by Hernandez, to pass the minutes from the September 2021 meeting. Motion carried unanimously.

Into Closed Session: N/A

Out of Closed Session: N/A

TREASURER'S REPORT: The treasurer's report was emailed prior to the meeting. Dispersals and receipts were fairly routine. Information about credit card use and the endowment fund was also made available. A motion was made by Evans, and seconded by Barden, to forward it to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES:

IRS Form 990: The form was reviewed. There was an approximate \$80,000 increase in revenue. However, expenses were also greater due to a staff increase. The 990 showed a negative balance of \$9,304. Some, or all of this, was likely due to a delay from receiving reimbursements. A motion was made by Evans, and seconded by Barden, to forward it to the full council. Motion carried unanimously

Capitalized asset value: Currently, any expenditure of \$500 or more requires working with the accountant, resulting in more fees. Butkiewicz suggested raising that figure to \$5,000. This will not change how Golden Sands RC&D does business, but will reduce the need for more accountant fees. A motion was made by Evans, and seconded by Barden, to approve this change. Motion carried unanimously.

STAFF AND MEMBERSHIP:

State Association of RC&D Updates: The State RC&D met in October and will meet again on January 18th, 2022, at 1 p.m. in Birnamwood, WI.

COUNCIL PURCHASES: That boat has been purchased and is in temporary storage. Staff are searching for a ground-level storage unit that's large enough to store the boat and other items that are currently in a second-story unit. The purchase of a color printer has also been approved and should be completed soon.

INSURANCE AND BENEFITS: Three options for a Paid Time Off policy were discussed. The options differed from how Golden Sands RC&D would handle federal holidays, vacation, sick leave, and payments received if an employee leaves Golden Sands RC&D. It was decided to cap payment upon leaving Golden Sands RC&D employment. A motion was made by Walker, and seconded by Barden, to move forward with this structure. Motion passed unanimously. This structure will start on January 1st, 2022. In the meantime, Butkiewicz will edit the sections of the personnel/policy manual and send the updated language to P/F Committee members for review.

PERSONNEL POLICY & PROCEDURES HANDBOOK: See Insurance and Benefits section.

COMMUNICATION/MARKETING

Newsletter: Thorstenson is finishing up the November newsletter and expects to send it out soon.

50th Anniversary Planning: Butkiewicz discussed ideas for the celebration. Ideas include a "picnic in the park" at Riverfront Park in Stevens Point. Events for both children and adults will be planned. Activity contests should start in January or February 2022. There will be music at the event, as well as games and perhaps a beer and wine tasting. It is hoped that these activities will help spread the word about Golden Sands RC&D's services. Anyone who wants to be a part of the planning committee should contact Butkiewicz or Thorstenson. A motion was made by Evans, and seconded by Beastron, to approve the \$5,000 budget. Motion carried unanimously.

OTHER BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 10:24 a.m. upon a motion made by Hernandez, and seconded by Barden.

Respectfully submitted,

Reesa Evans
Recording Secretary