

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
November 21, 2019
Golden Sands RC&D Office, Stevens Point, WI

Attendees: Al Barden (Member-at-Large); Gary Beastrom (Marathon); Joshua Benes (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large). Bill Clendenning was also present. Committee members missing: Deb Jacobek; Ed Miller; Hugh O'Donnell.

CALL TO ORDER: Hernandez called the meeting to order at 9:04 a.m.

INTRODUCTIONS: Everyone introduced themselves to Kevin Munkwitz, the new intern for Golden Sands RC&D.

APPROVAL OF MINUTES: Motion made by Barden, seconded by Beastrom, to pass the minutes from the September 2019 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart passed out the most recent treasurer's report. Most of the expenditures have been payroll and working-season related. No use of the contingency fund. The endowment fund quarterly report was handed out, as well as specific credit card expenses. Motion by Barden, seconded by Evans, to forward to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES: Form 990 for 2018 and related particulars were passed out and reviewed. Details show that there was a loss in 2018 of over \$11,000. After Hilgart and Thorstenson did some investigating, they found that some of what seemed to be loss could be explained by the fact that the project money was received in 2016, for example, but the last of the funds were paid out in 2018. The accounting firm that usually does a review or audit indicated that there weren't enough funds for that year to justify a formal audit/review and recommended that Quickbooks accounting be performed. Motion made by Evans, seconded by Barden, to send 990 on to full council. Motion carried unanimously. Benes and Thorstenson expect the end results for 2019 to be positive.

Updates on Development/Fundraising: Nothing new to report.

STAFF AND MEMBERSHIP:

Job Announcement: There is a job announcement that closes on December 2, 2019, for a Soil Conservation Technician to work out of the Natural Resources Conservation Service (NRCS) Medford office. This position will cover Price and Taylor Counties. Benes hopes to have the new person on the workforce early in January 2020.

Personnel/Staff: Personnel reviews are ongoing. Hamerla has been completed. Benes is working on Thorstenson and updating Cisar (who had a full review last year).

COUNCIL PURCHASES: None

INSURANCE & BENEFITS:

Liability: Benes is still looking into having the state liability coverage as good as the one that Golden Sands currently has. He will take his information to the state RC&D meeting in January 2020.

PERSONNEL POLICY & PROCEDURE HANDBOOK:

Handbook Revisions: Committee members went through the proposed changes and made some suggested changes. Evans noted several grammatical errors. She provided Thorstenson a copy with the suggested grammatical changes. The per diem travel information will be referred to in the handbook, but outlined specifically on a separate sheet. Motion made by Evans, seconded by Beastrom, to forward the manual, with corrections, to the full council; allowing staff to make grammatical changes as needed as long as they don't change the meaning. Motion carried unanimously.

Communications & Marketing: Benes plans to use some funds (under \$500) for communication/marketing as he sees fit.

Newsletter: Was sent out in the fall.

OTHER BUSINESS: Deb Jacubek gave a written notice that she was stepping down from the Farmers Union on December 15, 2019, but still wants to be involved with Golden Sands. It is unclear what level of involvement she is anticipating. Farmers Union will need to appoint a new Golden Sands representative.

ADJOURNMENT: The meeting was adjourned at 9:56 a.m. upon motion made by Barden, seconded by Beastrom.

Respectfully submitted,

Reesa Evans
Recording secretary