

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
January 18th, 2024
Wood County River Block/Online

Attendees: Gary Beastro (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Shane Wucherpfennig (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff). Bill Clendenning (Wood) was also present.

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

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: A motion was made by Wucherpfennig, which was seconded by Walker, to approve the minutes from the November 2023 meeting. Motion carried unanimously.

Closed Session: The committee went into closed session.

TREASURER'S REPORT: Hilgart presented the treasurer's report for November and December 2023. Balance in the Associate Bank checking account at the end of December 2023 was \$5,654.99. Most expenses are paid from this account. The ending balance for the Associated Bank money market account was \$322,431.40. The ending balance for the Associated Bank savings account was \$56,362.70. The Simplicity Bank account ended with a balance of \$151,845.31. The Simplicity Bank savings account has an ending balance of \$100.02. Hilgart indicated that Golden Sands RC&D may need to seek setting up an account at a third bank to ensure all funds are insured by FDIC. A motion was made by Walker, which was seconded by Evans, to forward to the full council. Motion carried unanimously.

FINANCIAL PROCEDURES:

Employee Retention Credit: Golden Sands RC&D recently switched to a new accounting firm. In reviewing the records, the new accountant discussed that the organization is eligible for a federal employee retention credit of \$102,233. Necessary paperwork to gain these funds has already been processed. This will be a one-time award. Glad prepared a list for the proposed distribution of the funds (which are not expected to be received until later this year). The list includes depositing more funds in the endowment fund, possible employee bonuses, updating office furnishing and space distribution, purchasing apparel for employees, purchasing video conference equipment, expanding the PR budget, expanding contracted services, and consulting/training.

Draft 2024 Overhead/Admin Budget: The draft budget includes funds for a Development Director and increasing an administrative assistant position from part-time to full-time starting in February 2024. The budget is balanced but does not include the employee retention credit. The draft budget was approved unanimously.

2024 Health Stipend: The stipend that's given to employees to assist them in purchasing health insurance will be increased slightly to help with rising costs.

Fiscal Sponsorships: Golden Sands RC&D has served as fiscal sponsors for several community non-profits and still does so. However, two organizations have been dissolved. After some discussion, the P/F Committee voted to transfer any remaining funds for those organizations into an account for the Water Appreciation Day. The Friends of Mill Creek is still under fiscal sponsorship and recently paid a 5% administration fee for services. A 5% administration fee will be charged annually for organizations covered by Golden Sands RC&D's fiscal sponsorship.

STAFF AND MEMBERSHIP:

Hiring Updates: Three positions have been recently filled. There are still six full-time positions open. There are also approximately ten LTE positions that will be open during the field season. Glad passed out a copy of the organizational chart and explained how it will be different once positions are filled.

Special Election for Council President: Hernandez is resigning as president, so someone needs to be elected to complete his term until the next election. A motion was made by Hernandez, which was seconded by Walker, to nominate Shane Wucherpfennig to take over as President until the next elections and send the issue on to the full council. Motion passed unanimously.

Outagamie County: The county sent an email indicating it was transferring to Glacierland RC&D. Despite requests, no further information was provided.

Al Barden Tribute: Evans has been working with Eagle River about options for a tribute to Al Barden for all his years of service to Golden Sands RC&D. There are possible options with Trees for Tomorrow as well.

PR & COMMUNICATIONS:

Newsletter: Thorstenson reported that a newsletter was sent out in December. She is working on one for January 2024.

OTHER BUSINESS: Glad announced that she received a scholarship for a series of trainings as part of the Nonprofit Leadership Institute. If anyone else is interested, there are still scholarships available. Regular cost for the course is \$120.

ADJOURNMENT: The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Reesa Evans
Recording Secretary