

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
January 21st, 2021
Online via Zoom

Attendees: Gary Beastrom (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Gerry Zastrow (Portage); Al Barden (Member-at-Large); Diane Hanson (Marathon); Lindsie Hagen (Golden Sands RC&D Staff); Shane Wucherpennig (Wood). Bill Clendenning was also present.

CALL TO ORDER: Vice President Walker called the meeting to order at 9:07 a.m. due to Hernandez having audio issues.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: Motion made by Bardon, seconded by Beastrom, to pass the minutes from the November 2020 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart discussed the most recent treasurer's report. Thorstenson asked about the goal of having an adequate balance to ensure that payroll needs are met. Hilgart explained how the direct deposit with many of the grants helps to ensure this. Motion made by Barden, seconded by Wucherpennig, to forward the treasurer's report to the full council. Motion carried unanimously.

P/F COMMITTEE CHAIR: Motion made by Walker, seconded by Barden, to appoint Hernandez as the Chair for the P/F Committee. Motion carried unanimously.

FINANCIAL PROCEDURES: Butkiewicz reviewed the tax-exempt filing report that is required to be submitted to the IRS. The Natural Resources Conservation Service (NRCS) agreements provided a substantial increase in revenue this year. The fluctuation of funding and the diversification of current funding sources was discussed.

STAFF AND MEMBERSHIP:

Executive Director Change: Benes is stepping down as the Executive Director. Butkiewicz will become the Executive Director later today. Benes will be assisting (32 hours per week) with this transition, possibly through May, until he concludes employment.

Administrative Assistants: Butkiewicz reviewed administrative staff positions. Munkwitz is the new part-time Administrative Assistant. Burzynski is working as the Administrative Assistant, but is also assisting with outreach coordination efforts.

New Employee: Cherrie Nolden is the new part-time Grazing Planner for Golden Sands RC&D.

Membership: Columbia County joined Golden Sands RC&D as a new member. New delegates were identified by their Land and Water Conservation Committee.

COUNCIL PURCHASES: No new items.

INSURANCE & BENEFITS:

Health Insurance Stipend: The health insurance stipend is based on an employee's full-time status and the amount of hours worked for each pay period. A discussion followed about the implementation of this stipend.

Cell Phone Stipend: Butkiewicz reviewed the current cell phone stipend statement and the use of Grasshopper as a digital voice service. This has been the policy for a while but staff formalized the policy for onboarding purposes.

PERSONNEL POLICY & PROCEDURES HANDBOOK

Think HR Handbook: Butkiewicz stated that the handbook had been sent out for review by the Committee. She updated the committee on changes within the handbook. Benes discussed the Think HR website and the importance of utilizing this website to continue to maintain HR policies for Golden Sands RC&D. Motion made by Wucherpfennig, seconded by Beastron, to approve the Handbook. Motion carried unanimously.

COMMUNICATION/MARKETING

2020 Highlights/Annual Report: Butkiewicz explained that staff will be working on creating an annual highlights report and that this report may remain in a digital format instead of making hard copies. Benes showed an example of an interactive digital format. A discussion followed about the benefits of using a digital format, the type of document that may be needed to promote Golden Sands RC&D in a hard copy format, and seeking input from county partners about what they need and use. Butkiewicz and Benes will seek input from the council on this topic.

Newsletter: No newsletter has been created since the last meeting. Thorstenson will be training some staff members.

OTHER BUSINESS

Line of Credit: Benes updated the Committee about the Line of Credit discussions with the financial institution. Discussions will continue about increasing the Line of Credit.

LCC Meetings: Benes updated the Committee on LCC meeting updates and discussions. Wood and Columbia County meetings were recently attended.

Conflict of Interest: Butkiewicz disclosed that she has a Conflict of Interest. Her parents own property that is part of a demonstration forest for Golden Sands RC&D. So, she will not be the primary contact for this project.

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

Respectfully submitted,

Diane Hanson
Temporary Recording Secretary