

Golden Sands Resource Conservation & Development Council, Inc.
Personnel & Finance Committee Meeting Agenda

January 21st, 2021

Join Meeting Online

<https://us02web.zoom.us/j/7153436215>

Call in to meeting (no visuals)

Phone number: 1(312) 626-6799

Meeting ID number: 715 343 6215

9:00 AM – 10:00 AM

Call to Order_____	Hernandez
Introductions_____	Hernandez
Minutes Approval_____	Committee
Vote for Chair_____	Committee

*****CLOSED SESSION*****

The committee may enter into closed session to consider personnel matters, legal advice or activities, or other issues of a confidential nature.

*****RECONVENE OPEN SESSION*****

1. Discussion and Possible Action – Treasurer’s Report. The Endowment Quarter 4 performance report has not been received yet so it will be shared in March.
2. Discussion and Possible Action – Financial Reporting of 2019 990 tax filing
3. Discussion and Possible Action – Staff & Membership
 - a. Staff title changes - Hannah Butkiewicz stepping up to Executive Director. Benes will be “Outgoing Executive Director” until he concludes employment. Benes down to 32 hours/week.
 - b. Administrative Assistants (AA) - Kevin Munkwitz new part-time AA. Amanda Burzynski is also working on AA, but is also assisting Golden Sands RC&D in its outreach coordination efforts.
 - c. Cherrie Nolden - New Part-Time Grazing Specialist
 - d. Columbia County joined Golden Sands RC&D as a new member. New delegates were identified by their Land and Water Conservation Committee.
4. Discussion and Possible Action – Council Purchases
5. Discussion and Possible Action – Insurance & Benefits
 - a. Group Benefits
 - b. Cell Phone Stipend
6. Discussion and Possible Action – Personnel Policy & Procedure Handbook
 - a. ThinkHR Handbook
 - b. Communications/Marketing Strategies
 - i. 2020 Highlights / Annual Report strategy
 - ii. Newsletter
7. Other Business
 - a. Line of Credit
 - b. LCC Meeting Updates
8. Adjourn