

Sylvan Shores Association Inc

Workshop Meeting Minutes for Tuesday, August 15, 2023 at 6:00 pm.

1. Jen Kloss called the meeting to order at 6:00 pm.
2. Roll Call taken. Jen Kloss, Ed Thull, and Adam Bergeron were present in person at the clubhouse. Pat King and Jane Brown were present via Zoom.
3. J. Brown volunteered to take notes for this meeting.
4. P. King made a motion to approve the meeting minutes submitted by J. Brown from the July 19th, 2023 board workshop meeting. J. Kloss seconded the motion. (AIF). Motion carried.
5. J. Kloss made a motion to remove Cecilia Rivera-Enge from the Sylvan Shores Board of Directors due to lack of participation. P. King seconded the motion. (AIF). Motion carried. J. Kloss to inform C. Rivera-Enge.
6. E. Thull discussed an individual who had discussed interest in joining the board in currently not able to join at this time but would like to be kept in mind for the future.
7. Discussed trying to find new board members to fill the two spots currently vacant. E. Thull to contact the communications director to ask her to update the website asking for anyone interested in being appointed.
8. P. King talked about the new HR Committee concerning getting policies in place and creating a standard hiring process.
9. The board discussed placing a hold on hiring the maintenance position. The board would like to get standard interview procedures in place before anyone is interviewed.
10. J. Kloss will update the new employee handbook with new state regulations scheduled to take place in Jan. 2024. She will present the new handbook to the board for approval.
11. P. King made a motion to allow our office manager (Lucy Prather) to use the bank/debit card to purchase items for the association in the amount of up to a \$1,000.00 daily limit. The bank/debit card will not be able to make cash advances. E. Thull seconded the motion. (AIF). Motion carried.

Copy of approved minutes from our previous meeting on 6/27/2023 copied here for banking purposes/convenience.

The board voted and approved the following people to be account signers for all checking and savings accounts held at Unity Bank in Staples, MN. These three account signers will replace all (current/previous) account signers. Also, Lucy Prather (Office Manager) and Adam Bergeron (Finance Committee Chairperson and Treasurer) should have read access to all accounts at Unity Bank but will not be able to withdraw funds and will not have the ability to transfer funds on any account. Lucy Prather will have the ability to make deposits on all accounts.

<u>Title</u>	<u>Name of Person</u>
President	Jennifer Kloss
Director	Patricia King
Board Appointee	Mary Noska

Safety Deposit Box access to be given to Ed Thull (Vice-President) and Betsy Berglund (Board Appointee). These two individuals replace all (current/previous) individuals that have access to the Safety Deposit Box.

12. L. Prather, A. Bergeron, and J. Kloss to have a meeting to discuss QuickBooks.
13. The board talked about the electrical problems at the campground. If we repair/replace sixteen electrical boxes to be 30/20-amp boxes, (eight for each 90-amp existing breaker), we will have 16 total non-full hookup campsites. This allows for six remaining non-electrical sites (with 20 full service sites) keeping the total number of campsites to 42. E. Thull made a motion to hire Brichacek Electric (Motley, MN) in the amount of \$9,600.00. P. King seconded the motion. (AIF). Motion carried. E. Thull to reach out to Tony Brichacek.
14. Office Items:

- a. The office printer broke, and the second printer cannot keep up with all the documents that need to be printed day to day. Discussed the purchase versus renting a printer from MSI Metro Sales INC. E. Thull made the motion to buy (instead of rent the printer) at a cost of \$8,163.27 from MSI Metro Sales, INC. renting would cost the association \$1,681.53 in additional cost over the life of the rental versus purchasing. J. Kloss seconded the motion. (AIF). Motion passed. J. Kloss to inform Lucy to make the purchase.
15. The board discussed the latest from the Architecture Committee.
16. P. King discussed the latest from the Maintenance Committee.
17. A. Bergeron reviewed what was taking place in the Finance Committee since the last meeting.
 - a. A. Bergeron did a quick review of our current budget condition.
18. E. Thull discussed the Campground Committee
 - a. E. Thull to create a fall camping contract for the board to review.
19. E. Thull discussed the upcoming Community Picnic on Aug. 18th, and Aug. 19th. Friday is Wine Night and Saturday is the picnic. Professional face painting and walking tacos will be new this year. It was also brought to the attention of the board that there is a lack of volunteers this year.
20. The entrance door needs to be painted. P. King to talk to Mary Noska about the paint.
21. Next meeting is scheduled via zoom on Thursday, August 24th, 2023 at 6:30 pm. The next in person meeting will be held on September 24th, 2023 at 6:30 pm
22. A. Bergeron made a motion to adjourn the meeting. J. Brown seconded the motion. (AIF). Motion carried.

*AIF = All in favor