

Northern Lights Building Company

Board Meeting

September 15, 2020

3:15pm

1. Call to order: Board Chair called the meeting to order at 3:15pm
Board Members present: Vickie, Dave, Mike M., Toby, Ellen, Art
Non-voting: Mike H., Jesse, Amy
2. Pledge of Allegiance
3. Approval of June Board Minutes: Voted/approved electronically
4. Financial Reports
 - a. Spot Checks: Toby performed a spot check on our PO's.
 - b. Financial Report: Amy gave a summary of the financial report. There was a discussion regarding the importance of being able to have a report that shows the current year financials alongside prior years. Going forward, Amy will provide a report containing this information so the board can better see how NLBC money and budget is working. Mike M. made a motion to accept the report. Dave second. All approved.
 - c. Vendor List: addition to Vendor List: "Got a Mess Call Jess" was added to the vendor list. This is for Jesse Kessler, the new handyman.
5. Old Business:
 - a. NLBC Committee:
July-September: Toby & Gail
October-December: Art & Mike M.
 - b. Phone System Update: The final installation of the of the phone systems will be September 16th.
 - c. Paging System and Camera Update: Kendall from American Eagle is ready to finish the project. Rick from Rick's Electric has had a delay in getting supplies. It is hoped that the paging system and camera will be installed within the next three weeks.
 - d. Atrium: Edwards/LaPlant Construction has given a quote for work on the atrium to take care of the leaks in the glass as well as snow and melting issues. There were a few questions on clarification on the bid. Because supplies are delayed, the work will be done either fall or will need to wait until the spring. Vickie will update the board on the

project. Mike M. made the motion to proceed with the work, not to exceed \$22,000.
Ellen second. All approved.

6. New Business:

a. Jesse Kessler hired as handyman:

- i. Board approval for dollar amount for Jesse's expenditures (ie: how much is Jesse "allowed" to spend for supplies before needing board approval): Dave made the motion for approval for Jesse to be able to spend up to \$150 for miscellaneous supplies per month. Anything over \$150 will need approval by the NLBC Committee. Anything over \$2000 will need to be brought before the board. Toby second. All approved.
- ii. If emergency work is needed (plumbing, electrical, heating), what is the procedure for approval: as this work tends to be more immediate/emergency, Jesse will call in whoever is needed to fix the issue. Any of these issues will be communicated to the board.
- iii. Future jobs for Jesse: parking lot repair, crack on foundation, washout: Jesse requested an increase in hours allotted to him. Originally his contract was written with 20 hours a month. Jesse feels that there is too much work that needs to be done to get the building where it should be to meet health and safety standards as well as to keep the building in repair (air filters, furnace filters, resealing seams on the roof). Dave made the motion that Jesse be allotted 20 hours/week at \$25/hour for a six-month trial with a three-month review. Mike M. second. All approved.
- iv. NLBC tools: There is a need to restock some tools for the maintenance room. Jesse will shop estate sales for the tools he feels are needed. Mike M. made the motion to allow Jesse to spend up to \$200 for miscellaneous tools. Dave second. All approved. Jesse will get a receipt from the sales and will be reimbursed.

b. Policy: Ethics policy: NLBC needs an ethics policy. Vickie and Amy will write it. Board members are encouraged to input with what they would like in the policy.

c. Building Insurance: The building insurance, of which NLBC pays half, went up significantly due to riots and fires. In 2019, NLBC paid \$6,429. The invoice this year is \$9,948. Mike H. will look into getting another quote.

7. Next meeting dates: December 8, March 9

Tobie made the motion to adjourn the meeting. Mike M. second. All approved. Meeting adjourned at 4:26pm.