

# Northern Lights Building Company

## Board Meeting

June 2, 2020

3:15pm

1. Call to order: Board Chair, Vickie Kepler, called the meeting to order at 3:18pm.  
Members present: Vickie, Toby, Dave, Gail, Mike M.  
Non-voting: Amy, Mike H.
2. Pledge of Allegiance: Vickie led the board in the Pledge of Allegiance.
3. Approval of March and April Special minutes were voted on and approved electronically.
4. Financial Reports
  - a. Spot Checks: Toby did spot checks before the meeting.
  - b. Approve Audit: Dave made the motion to approve using Fort & Company to do our yearly audit. Toby second. All approved.
  - c. Approve Budget: The proposed budget was looked over carefully using last year's budget as well as a budget-to-actual report to determine projected expenses. A question was raised as to whether a new phone system for the school could be purchased using lease aid money. Mike H. will contact MDE to determine this. The board will vote electronically on the budget after receiving this information.
5. Old Business:
  - a. NLBC Committee:  
April-June: Gail & Toby  
July-September: Toby & Gail
6. New Business:
  - a. Policy: Board Member Terms (2 years):  
Vickie – Term starting June 2020  
Dave – Term starting June 2020  
Norm – Attempt to contact Norm has been made.  
Ellen – Term starting June 2020  
Gail – Term September 2019  
Toby – Term December 2019

Mike M. – Term December 2019

Dave will contact Art Norton to see if he would be interested in joining the board.

b. Hiring a handyman:

Vickie and Amy will look over the Building Administrator job description to see if any adjustments will need to be made for it to be usable as a handyman job description.

There was discussion on how to divide the building responsibilities between the School and the Building Company. In the past, NLBC has paid to install the equipment/item and NLCS has paid for yearly maintenance. This is the case for the elevator (NLCS pays for the inspection, NLBC pays for repairs), Alarm System, Camera System, Furnace, and soon to be the Paging System. However, for the last two years, NLBC has also paid for the furnace checks. Mike H. will check the current custodian job description to see if the day-to-day furnace checks is listed.

Gail and Mike M. had handyman contacts that have been forwarded to Vickie.

c. Summer projects

i. Thanks to Vickie and Mike H., the back deck has been rebuilt as a board broke in May.

ii. The cement steps in the front and back of the school need to be repaired. Chuck patched the cement steps by the office in preparation of the graduation drive-thru. The ones on the other side of the building will also need to be patched as well as the back steps. Mike H. will ask the custodian if he is willing to do it and if not, NLBC will check into hiring a handyman. Eventually something more permanent will need to be done to fix the steps.

iii. The fish tank area in the basement has not been completed. There is potentially an issue with a broken drain in the basement. Mike H. will look into this further.

iv. NLCS will be losing two employees which will potentially free up two smaller rooms. Mike H. will let NLBC know if there is work that needs to be done to make these rooms more functional for the school situation.

d. Driveway – Vickie will contact Shane Holm to reseal the driveway as soon as school is finished.

e. Phone system – This was discussed earlier in the meeting

f. Long term atrium glass leaks – The glass in the atrium continues to have leaking issues. Last year, Vickie checked with a few different companies to see if there was any way to

replace the glass. There is no cost-effective way to do this. Therefore the atrium will need to be rebuilt. Vickie will get two quotes and report back to the board.

7. Next meeting date: September 15

Gail made the motion to adjourn the meeting. Mike M. second. All approved.

Meeting adjourned at 4:33pm.