

Northern Lights Building Company

Board Meeting

December 8, 2020

3:15pm

- 1) Call to order: Board Chair, Vickie Kepler called the meeting to order at 3:18pm.
Board members present: Ellen, Gail, Mike M., Toby, Vickie, Art, Dave
Non-voting: Jesse, Mike H., Amy
- 2) Pledge of Allegiance
- 3) Approval of September Board Minutes: September board minutes were approved electronically.
- 4) Financial Reports: Amy submitted to the board a profit and loss report and comparison, balance sheet comparison, and budget to actual. There are a few expenditures that will be paid in the next month including the audit, 990 tax, and building insurance. Mike H. has found a better priced insurance and we will receive a bill when the new insurance goes into effect. Mike M. made the motion to approve the financial report. Ellen second. All approved
 - a) Spot Checks: The P.O. book was spot checked prior to the meeting. Ellen will spot check the automatic withdrawals later this week.
 - b) Audit: The draft audit is done. At this stage, the school's auditors will reference our audit before our audit is finalized. We expect the audit to be wrapped up in the next few weeks.
 - c) Budget: Amy presented a budget with the additional building administrator expense.
- 5) Old Business
 - a) NLBC Committee:
October-December: Art & Mike M.
January-March: Gail & Dave
 - b) Atrium: The work on the atrium has begun. It is expected to take a couple of weeks. The atrium will be paid for through the grant in-kind money.
 - c) Projects: A lot of our projects are wrapping up. A discussion was had of some potential future projects. Nothing was voted on at this time.

- i) Water drainage is causing issues in the front of the school with low spots and seeping into the building. The cement in front of the stairs has sagged causing the first step to be higher and other issues with the steps. Jesse is looking into getting some bids for getting this issue addressed. One of the first issues will be moving the downspout. According to the blueprints, water used to drain from the roof down through a pipe in the basement and out. Jesse is going to be looking at getting the pipes cleared out to see about using this drainage system again. A camera might be needed to investigate the pipes properly to see if there was a reason that the original system was rerouted. Any snowfall this year will be directed away from the building to keep spring drainage issues to a minimum.
- ii) Jesse has discovered that there is a return air system in the building. Duct work is still in the building with air vents bringing fresh air into the building. Because the duct work is there, it could be hooked up again to a new system. This would help solve the problem of air flow.
- iii) There is a hump on the east side of the building. The sump pump hose will need to be replaced. Grading will need to be done due to the water settling on both the north and east side of the building.

6) New Business

- a) Ethics Policy: Our auditor advised NLBC to have an ethics policy. Vickie and Amy worked on one, pulling from various sources. The board will look over the ethics policy, decide if anything needs to be added or removed, and vote on the policy at the next meeting.
- b) Bylaws – The board looked over the proposed amendment to the bylaws. The amendment would have the bylaws reflecting how NLBC has been functioning with a Board Chair, Business Manager and Building Administrator. Questions or concerns should be directed to Amy. The amendment will be voted on at the next meeting.
- c) Budget amount for building maintenance materials: Jesse informed the board that building materials have gone up in price dramatically. Jesse has found it difficult to keep within \$150/month budgeted to him for building materials. Currently he is held up on approximately nine jobs due to budget constraints. Jesse is asking for \$500/month for

building materials. The board has asked Jesse to put together a proposal of the upcoming projects. The board will then have a better understanding of the costs. The board will then vote electronically regarding the projects.

There was a discussion about how much can be spent before the entire board needs to be brought in. It was suggested having a policy in place to have expenses that the subcommittee could approve, not to exceed a certain amount of money. If the project were to exceed that, then the project would need to go before the board.

- d) Grant/Loan Program through USDA Rural Development: There is a possibility of receiving a grant through USDA Rural Development Community Facilities up to \$50,000 or a loan with a 2.125% interest rate. This money could potentially be used for the HVAC system. Vickie will also check into grant possibilities through Kootasca. Mike H. recommended looking into building plans for a new building to see what a new building would cost compared to the cost of the current repairs needed.

7) Next Meeting Dates: March 9, June 8

Toby made the motion to adjourn the meeting at 4:40pm. Gail second. All approved