

Northern Lights Building Company

Meeting Minutes

March 26, 2019

3:15pm

- 1) Call to order: Northern Lights Building Company regular board meeting was called to order by board chair Vickie Kepler at 3:26pm.

Members present: Vickie, Ellen, Norm, Toby, Mike M

Non-voting members present: Amy

- 2) Pledge of Allegiance
- 3) Agenda Approval: Mike made the motion to approve the agenda; Norm second. Motion carried.
- 4) Approval of minutes from December meeting. The December minutes were approved via email with the following correction to NLBC instead of NLCS: “6. c. Presbyterian Church in Warba: The Presbyterian Church has not gotten back to NLBC as far as donating the building. The building is not in good condition and would take extensive work and money to get it usable. NLBC does not foresee any further development nor has any interest in pursuing the church building.”
- 5) Financial Reports/Approval and Spot checks. Spot checks were completed before the meeting. Mike had questions regarding our loan through Propel Nonprofits. The current loan amount is \$371,348.21 with our current loan due October 2021. A recent email from Phil Hatlie, our loan officer was read at the meeting. “A little background on how we work. Our loan fund does not have a source of long-term capital. Banks and other financial institutions loan us money and we loan that money out to nonprofits and take the risk a bank is unwilling to take. None of our loan money from these banks is long term. Their commitments to us are not more than 5 years. So most loans we make are ballooned in 5 years or less.

On the particular loan to you, we based the monthly payment amount on a 10-year amortization. We did this because that is the amount the Building Company could afford, and we had a balloon of 5-years. Our intent after 5-years is to renew the loan. We will completely underwrite the loan again and setting a payment amount that works with the Building Company’s budget and cash flow.” Ellen made the motion to approve the financial report. Mike second. All approved.

- 6) Budget 2019-2020 to be voted on at the June meeting. There are no major differences in the budget compared to last years budget. Slight increases were made in accounts where costs had raised slightly, as was the case for insurance. An increase in grants given from NLBC to NLCS was made. An increase was also made in “building maintenance/improvements” for larger projects that may arise in the year. Alongside looking at the budget, a discussion was had regarding the lack of space of the building and the need for a vo-tech building. Norm will do some research to determine the possibility of obtaining a grant from IRRRB for this purpose. Norm voiced that NLBC would like to see an additional building sooner than later.
- 7) Old business:

a) NLCS Grants:

i) Hydration Stations installed: The upstairs hydration station was installed in February. Since that time, 2400 water bottles have been refilled. The downstairs hydration station has not been installed yet as there isn't a water shut off valve to the fountain. Chuck will need to turn the water off in the building and is waiting for a time when the building isn't being used

ii) Emergency Response Radios: A second radio has been requested.

b) Boys Bathroom: Mike Hammernick has suggested that the boy's bathroom be divided in half with two doors put in facing the hallway. Each stall would have a toilet, urinal, and sink. This would alleviate the space to congregate.

c) Staff Bathroom: The staff bathroom has an air flow problem with the pipes. This has led to a bad sewer scent throughout the building at times. The other issues the staff bathroom faces: staff would prefer a designated men's/women's bathroom as well the sink is not ADA compliant. It was also brought up that in the future, the school may be required to have a non-gender specific bathroom available.

Mike proposed that Vickie get some plans and bids for the board to look at a future meeting.

8) New business:

a) Building Issues

i) The plow guy damaged an exhaust vent while plowing this winter. He paid for the repair.

ii) Drainage Situation - clean up and damaged flooring. The band room had 2" of water due to melting snow from the atrium roof. Insurance has been out. Because the damage was caused by snow on the roof and not from true flooding, the insurance will cover it. Snow has been removed from the roof and from around the building.

iii) Future Drainage Help: In order to prevent this from occurring again, snow will need to be kept away from the building when plowing and off the atrium roof. There is a sump pump, but it couldn't keep up with the amount of water coming in. Mike suggested getting a roofer or gutter company to get some options. Vickie will get back to the board on this.

iv) Parking lot front and back. The front parking lot will need to be resealed. It needs to be done every three years and hasn't been done for more than that.

The back parking lot is cement and crumbling. There was discussion as to whether it is replaced, fixed, keeps crumbling, or covered in class 5. No plans were made at this time.

The back deck is also having issues with the composite material not holding up. Mike M. will look into it to see there's anything that can be done.

b) Snowblower Purchase: While discussing the basement flooding and the snow leaking into the basement, Vickie brought up the possibility of purchasing a snowblower to help keep the snow away from the building. This was tabled for now with the concerns of snowblower maintenance and who would use it.

- c) Nonprofit Finance & Sustainability Conference: Vickie went to a Board Boot Camp put on by Propel Nonprofits. She shared that she learned quite a lot about her role as board chair. There is an upcoming training available called “Nonprofit Finance & Sustainability”. Ellen made the motion to send Vickie and Amy to the conference. Toby second. Motion carried.
- d) Policy Review: Conflict of Interest. As federal law requires nonprofits to have a Conflict of Interest Policy, all board members present signed the Conflict of Interest form NLBC has on record.

Before closing the meeting, the following meeting dates were set:

June 4th, September 10th* date set, December 17th, March 10th

Mike made the motion to adjourn the meeting, Norm second. All approved. Meeting adjourned at 4:37pm.