

# Northern Lights Building Company

## Board meeting Agenda

December 15<sup>th</sup> 2015 at 15:15 hours

1. Meeting called to order: 15:15 hours

2. Pledge of allegiance: Spoken by all present

3. Directors roll call:

Dave XX Norm

XX Brandon

XX Todd

XX Vicky

Jerry XX Ellen

Non Voting Member(s): XX Don L.

4. Approval of agenda:

No questions/comments

Motioned by Ellen

seconded by Vicki

5. Approval of minutes:

No questions/comments

Motioned by Norm

seconded by Todd

All in favor, none opposed

6. Approval of the Finance Report:

No questions/comments

Motioned by Ellen

seconded by Vicki

All in favor, none opposed

7. School Directors Report:

Nick is currently attending the school board meeting and will not be attending our meeting however; his director's report is in your meeting packet.

Motioned by Ellen

seconded by Norm

Discussion took place on why Nick is leaving and what the timeline is to search for a new director. Recommendations were made that affect the school for this and not the building company.

All in favor, none opposed

8. Vacant board position:

I Todd as board chair, nominate Mr. Brandon Torgerson to fill the position vacated by the death of Rodney Lentz. This nomination (if voted in) will be for the remainder of the term which ends September 2017. I have invited Mr. Thompson as well as his spouse, here for you to ask questions.

Motioned by Todd

seconded by Norm

Questions were asked of Mr. Torgerson, such as past history, current prospects and what he could bring to assistance the board. Mr. Torgerson will fill the position until Sep 2017

Motion passed by unanimous vote, none opposed



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### 13. New NLBC Policies (Cont')

These policies were not adopted by the board. Items will be looked at during future board meetings. We will be adjusting the budget as necessary, looking at P.O's and ensuring compliance and spot checking the backup documentation to ensure accountability. Hopefully this will reduce the audit report.

All in favor, none opposed

### 14. Steam table, mixer and new hood:

We purchased the steam table and mixer for the school at a cost of \$1200.00 combined. The school is in using these items and would like to trade them in towards the cost of the new oven. The state health inspector dictated during his semi-annual health inspection, the requirement for another ventilation system installed over the convection oven before Cari be allowed to utilize the oven for cooking. (Originally it was designated the convection oven be used for keeping food warm, not cooking the food). Utilizing the current vent above the oven, the cost should not be a huge amount however; the school has requested this be completed before the schools' tri-annual food inspection to be done in the March time frame.

Motion by Vickie                      seconded by Todd

They (the school) will purchase a 5 drawer oven for the kitchen. It will be Donnie's job to contract for the stainless hood and have it installed by the time of the food audit.

All in favor, none opposed

### 15. Book monies:

The Title One program at NLCS has requested a grant of \$500.00 for new books. (In your meeting packet you have a copy of the request). Title One manager has approached the school director with the funding request which was denied due to budget constraints??

Motioned by Norm                      seconded by Brandon

This was raised to \$1000.00 to come out of line item #18

All in favor, none opposed

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### 16. Changing Director positions:

Issues are arising which dictate we should have personnel in different director positions, such as I don't believe Dave really wants to be held down to taking meeting notes, typing them up for approval when he is out of country etcetera. Here are the positions I would like to change with board and personnel approval. It is not due to anyone not doing their job, this is to streamline how things are done.

	<u>Personnel</u>	<u>Current position</u>	<u>changed to position</u>
1)	Dave Hagman	Secretary	Maintenance Director
2)	Vicki Kepler	Maintenance Director	Secretary(Administrative Director)

Motioned by Ellen                      seconded by Norm  
All in favor, none opposed

### 17. GEO-Thermal

Again, the geo-thermal heat went out. Vicki (I) called Northern Air to come check it out and they quoted it as the mother board was out. Instead of having them replace it and have the school pay labor, I (Vicki) had Don contact A&A Plumbing whom we still have it warranted thru and they say there is nothing wrong with it. If they send the board in and there is nothing wrong with the board then we have to pay both labor and parts.

We the board, have had enough with this. It is time we send them a letter stating the dissatisfaction with this system and demand full cooperation on:

- 1) Finding out why the mother boards keep going out
- 2) What they are going to do to fix it.
- 3) If they are not going fix it or check it out then we need to demand full recovery of our investment.

Motioned by Ellen                      seconded by Todd

It will be my job, (Victoria) to write a letter to A&A plumbing regarding the dissatisfaction with the Geo-Thermal unit. How can one company come out and say the mother board is bad and the next company come out and say there is nothing wrong with it unless there is an intermittent problem with it. They need to invest the time to find out what the problem is to our satisfaction

All in favor, none opposed

**The next two items were tabled from Oct until this meeting:**

### 18. Changing Northern Lights Building Company name:

It has been recommended we change our name. These are some examples we could use:

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19. Changing Northern Lights Building Company name (Con't)

Motioned by seconded

There is no motion to this item as it is a dead issue, our audits will always fall under the school as long as 5 of the 7 audits criteria are met (the auditors during their audit figure this out). It is also recommended that we research into purchasing the property to the south of the school to allow the school to continue positive environmental studies such as eco systems and nature trails.

All in favor, none opposed

20. Pay raise for Don LaPlant:

There was a last minute change to the agenda last meeting to put Don in for a pay increase. This was put off until this board meeting.

Motioned by Ellen seconded by Brandon

It has been recommended that Don receive a pay raise for the great work he has done and continues to do. He is meticulous, careful, very caring and when called upon teaches the young men and ladies how to start and complete woodworking with precision. We know that he will continue to keep this continue to grow in the knowledge of his position. It is recommended he attend more computer classes to further his knowledge. His current rate of pay is at \$27.50 and will increase to \$30.00 effective 1 January 2016.

All in favor, none opposed

21. Future board dates:

- a) March 8th
- b) June 15th
- c) September 6<sup>th</sup>
- d) December 13th



Certified true copy

Victoria W. Kepler

Administrative Director



Certified true copy

Todd M. Hassell

Board Chair