

# **Northern Lights Building Company**

## **Meeting Minutes**

September 11, 2018

3:15pm

- 1) Board Chair, Vickie Kepler, called the NLBC Board Meeting to order at 3:18pm.  
Present: Vickie, Tobie, Mike M., Dave, Gail, Ellen  
  
Non-voting members present: Mike H., Art, Amy  
Absent: Norm
- 2) Pledge of Allegiance
- 3) Agenda approved with the addition of Mike H. sharing on the Presbyterian Church. Added to 8. a).  
Mike M motion to approve. Dave second. All approved.
- 4) Mike M. made the motion to approve the minutes from the June meeting. Dave second. All approved
- 5) Financial Reports/Approval and Spot checks: Spot checks were not completed at this time as our financial materials are with the auditor. The audit has begun with a completion date of December 1<sup>st</sup>. The auditor has given NLBC a good report for materials being present and all questions answered quickly. Mike M. made the motion to approve. Dave second. All approved.
- 6) Vickie led a tour of the building so that NLBC members could see the improvements that have been made.
- 7) Old business:
  - a) Amy's position: roles and responsibilities, bond, policy/by-law  
Amy has completed her job description. Vickie has asked that the board give Amy a title and combine the positions of secretary/treasurer and executive director as set forth in NLBC policy. Mike M. made the motion to approve the job description, give Amy the title of Business Administrator and make said changes. Ellen second. All approved. Amy will remain a non-voting member.  
  
Vickie also requested a raise for Amy. After conversation, Ellen made the motion to increase Amy's pay to \$20/hour beginning next month. Mike M. second. All approved. Gail would like to revisit yearly.  
  
The board also discussed a bond. Vickie had talked with our contact from Greater Insurance. The information she got was that a bond is to protect NLBC from the threat of someone stealing. NLBC was recommended to not get a bond as it is expensive. Also, if a bond is taken, the bond company would have to prosecute the person and take from that person until the bond is filled. A conversation was also had with our auditor who felt that the bond wouldn't be necessary as we have checks and balances in place. Mike M. wondered at the cost of the bond. Vickie was unsure but will get a price. Mike made the motion to review at the June meeting. Ellen second. All approved.
  - b) Update on grant: Kitchen pass-thru, tuckpointing, cleaning crew hired

- i) At this point, other than the roofing, all the projects that have been started for the grant are completed. We will probably have some money left from Kootasca, as well as our portion of the in-kind. Vickie wants to make sure that all the grant money is spent from Kootasca side. We will wait to find out until after all the bills from the tuckpointing and kitchen are in. With leftover money, there is a possibility of updating the phone system to include a better intercom system. This work would potentially be done next summer.
- ii) A cleaning crew was hired after the work in the gym/kitchen areas. Vickie is asking for the Building Company to pay for half of the costs of cleaning the gym/atrium. The school has also asked for the Building Company to split these costs. Tobie made the motion pay half the bill. Gail second. All approved. Mike H. will communicate this to the school.

8) New business:

- a) NLCS Update: Mike H. found a grant for security of the schools. The grant can be used for a variety of security improvements listed in tiers of importance/effectiveness. The maximum amount that can be requested is \$500,000. The grant is on a first come/first serve basis. Mike has applied for a grant to replace all outer doors and create another barrier door inside the main doors. The atrium would also get lined with a special plastic that would catch bullets. The bid Mike received for this work would be \$490,000. He also requested a new phone system which would include speakers both inside and outside of the building. This bid came in at \$20,000. Mike wrote in the grant a request that work be performed by local companies. There would be no out of pocket expense for the Building Company and the project would be done over the summer.

Mike H. was also approached by Habitat for Humanity. Habitat for Humanity has been gifted the Presbyterian Church in Warba. It is not interested in the church for any of its uses. They would like to get some money from it. Mike did look at it and it seems to be in good shape. There does not seem to be a time frame on a decision needing to be made, but sooner is better. There was discussion on using it for the Haunted House or a shop. Vickie is wondering about the cost of bringing the building up to code. Mike will also check to see if the Lease Aid would increase if NLBC had more space. Dave will talk to the people from HFH to see how much money they were hoping to get for the building.

b) Work requests/Grant requests

- i) Becky: desk, air temp, front office desk

NLBC has a request from Becky for a new desk for her office and better temperature regulation. Mike H. has gotten a desk for Becky. Mike M. proposes we wait to the next meeting to address the air temp so Mike H. has time to find out if this has been resolved.

- ii) Henry: replacement of wireless transmitter for electric sign

NLBC has also received a request from Henry to pay for a part for the electronic sign. Ellen made motion to pay for the part. Mike second. All approved.

c) Haunted House

There is concern that the Haunted House is a huge fire hazard. NLBC is requiring that the smoke sensors, sprinkler heads and air exchange remain uncovered at all times. NLBC is also requesting

that nothing is tacked to the ceiling or to the walls. Ideally the Haunted House would be held in a different location. Mike M. made the motion to clearly inform those in charge of the Haunted House of these requirements. Gail second. All approved.

- d) Paint for remaining classrooms: There were some rooms that did not get painted this summer including the conference room, Lori's room, and Cindy & Jackie's space. Chuck is willing to paint so the only expense will be purchasing the paint, estimating \$500. Ellen made the motion to buy paint for these rooms. Mike M. second. All approved.
- e) There have been others using Chuck's room downstairs. This room is Building Company space to be used as Chuck's room. It will be off limits to both staff and students. Mike will make an announcement to staff and Vickie will have Chuck make his own key.
- f) Questions have arisen as to whether NLBC should be charging groups for using the building. According to Dave, a previous grant stated that the building would be used for community needs. Currently the Goodland/Warba church uses the building for basketball and a homeschool group uses it for volleyball. Mike H. brought up the use of bathrooms, lights, cleaning, etc. Mike M. suggested a cleaning deposit that the group would receive back if the cleaning was satisfactorily completed. Also, the deposit could be waived if the building is being used for a public/community event or a private event. There is a form to use for those wanting to schedule use of the building. Ellen made the motion to revisit this at the end of the school year to see if there's any problems. Vickie second. All approved.

9) Next meeting dates: December 11, March 26, June 4<sup>th</sup>

Gail made the motion to adjourn the meeting. Dave second. All approved.

Minutes submitted by Amy Chung