

MINUTES – Executive Committee Meeting

07/19/2018 – 11:00AM – Lumberjack Office

Present: Bob Hermes, Wayne Plant, Claudia Baker, Yvonne Van Pembrook. Staff: Paul Mueller & Tracy Beckman

1. Call to Order at 11:05am
2. Motion by Plant/VanPembrook to approve the agenda with the change to move the 50th Anniversary Discussion to Item 1. Motion Carried.
3. 50th Anniversary Discussion: The group discussed final details and gave direction to Beckman who will follow through. Program will be from 4pm to 7pm on Thursday, August 16th.
4. Audit Review: Beckman explained the audited financial statement came in at 5pm yesterday along with adjusting journal entries. The delay was due to having to fix 2016 issues created by the former accountant. Wipfli at first didn't feel this was needed but then realized it was so they are comfortable with beginning 2017 figures. Members review the report and noticed the lack of the 'deficiency' statement which normally accompanies the report. Beckman will check in to this. Beckman will check which 12/31/2017 adjusting journal entries are to be reversed as of 1/1/18. Beckman explained that while Lumberjack follows guidelines for internal controls and capitalization these are not policies written anywhere. Beckman is working on the internal control/fraud policy. Later in the meeting, Beckman will present the proposed Capitalization/Depreciation policy. Hermes would also like to see a policy that more than one person's signature is required to cash in CD/Annuities or other investments. Beckman will write a policy to be considered at a future meeting.
5. Project Funding Total: Members reviewed the project funding calculation and learned that, based on the formula, the amount for projects in 2019 is 64,397. VanPembrook/Plant moved to recommend to the Council that the full amount of \$64,397 be approved for 2019 projects. Motion Carried.
6. New Project Research Funding: Beckman and Mueller explained that while the NRCS grant was denied in lieu of Lumberjack becoming fiscal agent to Wisconsin Young Forest Partnership, the information learned remains the same and a gap in service could still be filled by Lumberjack employees. Members agreed that pursuing NRCS TSP & DNR Cooperating Forester credentials for Paul Mueller and Tom Davis is a good idea. Once approved, their name is added to a list of pay-for-service providers who are qualified to write Forest Management Plans. Beckman was directed to start a new class under FIA to keep track of expenses. In a year's time, an analysis will be done on the costs vs. income for services.
7. Policy Items:
 - a. At-Large Member Policy Updates: Members received a handout with the proposed changes. Motion by Plant/VanPembrook to recommend the changes as presented to the Council for vote at their 7/26 meeting. Motion Carried.
 - b. Capitalization/Depreciation Policy: Members received a handout with the proposed new policy. Motion by VanPembrook/Plant to recommend the policy be put to a vote at the Council Meeting on 7/26/18. Motion Carried.
8. FIA/CFI Items
 - a. Mueller explained one employee review took place in the last quarter and he recommends a step increase. Discussion took place about moving away from the Federal Step System to another merit-based pay system. Mueller explained there are incentives built in to the pay scale that employees must meet so that raises are not automatic. However, he feels that with competition for jobs right now, along with the fact that we're in the last contract year and noting how expensive it is to train new employees, this is not the time for a change. Members agreed staying with the current system is best but it is important to discuss different ways to approach employee compensation, nonetheless. Motion by VanPembrook/Baker to approve the step increase recommended by Mueller. Motion Carried.

- b. Trucks: Mueller updated the group that he is ready to sell one of the 2010 trucks that has little value. Members agreed that he take it to the dealer and get the best price based on Blue-Book. Mueller said he will hold on to the other 2010 truck for another year instead of replacing now.

9. Updates

- a. National Conference – all rooms and registrations have been booked. Beckman has applied for a \$1000 scholarship to help offset the costs. Nothing is known yet if volunteer opportunities will be made available to reduce registration fees.
- b. UMISC Conference – Beckman explained she will be registering and booking hotels soon. WHIP/TIP/WYFP Coordinators & Beckman will attend.
- c. Boat Wash Insurance – Because of liability issues, Lumberjack declined both the TIP & Lumberjack approved USFS Boat Wash Grants. Policies could be written but only for \$2500 of coverage and there were many stipulations, for example no volunteers, must be towed by a Lumberjack-owned vehicle & operated by a Lumberjack employee.
- d. Pesticide Insurance – This insurance policy has been approved but the binder has yet to come in to the agent. Once in, employees will begin the process of becoming certified & licensed. Bjorklund is already certified & licensed.

10. Members reviewed the council meeting agenda and Beckman will make necessary changes and send/post.

11. Meeting adjourned at 12:55pm



Submitted 07/19/2018 by Yvonne Van Pembroke, Secretary