

## MINUTES – Executive Committee Meeting

10/04/2018 – 11:00AM – Lumberjack Office

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

1. Call to Order at 11:02am
2. Motion by VanPembrook/Plant to approve the agenda. Motion Carried.
3. Audit Review: The audit was received by Wipfli in September. The normal deficiencies were addressed. One suggestion is to have another person besides the Treasurer review the books. Hermes will review the books before each upcoming Executive Committee meeting. Motion by Baker/Plant to present the audit to the full council for their approval in the official minutes. Motion Carried. Beckman will continue to write policy that addresses some of the accountability/deficiency issues raised.
4. 50<sup>th</sup> Anniversary Stipend: Hermes explained there was outside discussion about compensation for the Executive Committee from the 50<sup>th</sup> Anniversary celebration. Hermes felt the Executive Committee was expected to attend and compensation is worth a discussion. Others felt that at least mileage should be paid. Motion by VanPembrook/Plant to pay mileage to all Council Members that attended the celebration. Motion Carried. Beckman will contact those that attended.
5. National Conference:
  - a) National Board Nomination – Members discussed the benefits and costs of taking on this responsibility. It was suggested that this be raised at the State Association meeting at the end of October before any decisions are made. If the state agrees to help fund a board member, there would be conditions that we only attend one in-person meeting, travel within 48 states, one-year basis and that the region is represented. If it doesn't work out this year, we can re-visit it each year when National calls for nominations. We can still learn and pass on National information without being on the board. Baker/Plant moved to have Beckman ask that the topic be added to the State Assoc. agenda and then bring the information back to the Jan. Executive Committee meeting. Motion Carried.
  - b) \$1,000 Scholarship Requirements - Members who attended the George Jennings session and the Sprague Session will submit their notes to Tracy so she can complete the scholarship information. Plant talked about the MOU/MOA discussion.
6. FIA/CFI Items
  - A. 2018-2019 Plot Prices – Paul said the year went well and all plots were finished by the end of August, so the bonus was earned. Employees are all performing well including the two new employees who will be attending training soon. He presented the 2017/2018 summary showing LJ admin fee totaled \$65,441.63.44 and FIA/CFI profit is \$45,463.60 due to over-estimating expenses in 99E. This is not a usual profit. Total LJ income is \$110,905.23 and the projected amount for 2018-2019 is \$63,483.80. Next Paul presented the various class budgets. After review, the following were approved:
    1. General Wage increase of 1.5% to the proposed budget. Van Pembrook/Plant moved to approve. Motion Carried.
    2. 99C FIA Lumberjack Plots – After reviewing the proposed 2018/2019 budget, Paul recommends an increase from \$657.17 to \$666.84 per plot. Motion by Baker/Van Pembrook to approve \$666.84 per FIA Lumberjack Plot. Motion Carried.
    3. 99E FIA Urban Plots – After reviewing the 2018/2019 budget, Paul recommends keeping this the same as last year at \$512.61. Motion by Plant/Baker to approve \$512.61 per FIA Urban Plot. Motion Carried.

4. 102D CFI P2 Plots – After reviewing the proposed 2018/2019 budget, Paul recommends an increase from \$339.05 to \$343.35. Motion by Baker/Plant to approve \$343.35 per CFI P2 plots. Motion Carried.
5. 102E CFI P3 Plots – After reviewing the proposed 2018/2019 budget, Paul recommends an increase from \$343.22 to \$354.10. Motion by Van Pembrook/Baker to approve \$354.10 per CFI P2 Urban plots. Motion Carried.
6. 102G P2 Habitat Typing: After reviewing the costs from the summer of 2018, Paul recommends a per plot increase of 6% or \$87.30 for this category because the prices are in the summer and fluctuate. Motion by Plant/Baker to approve \$87.30 per P2 Habitat Typing plot. Motion Carried.
- B. Employee Salary Review. ZK was due his bi-annual employee performance and salary review. Mueller explained the employee is doing a great job and recommends a step increase. Baker/VanPembrook moved to approve a salary increase from GS7 Step 5 (\$22.54/hour) to GS7 Step 6 (\$23.20/hour) effective 9/21/2018. Motion Carried.
- C. Beckman and Mueller will draft a Conflict of Interest agreement for any employees that might have a conflict regarding new ventures for Lumberjack in the forestry field.
7. 2019 Projects & Match Policy Review – The deadline to submit projects was October 1<sup>st</sup> and eight projects were submitted by the deadline. Two of those projects did not meet the minimum requirements (no corresponding letters of support) and the Executive Committee was in full agreement that we must stick to our policy and not approve the projects to move forward to the full Council meeting. The two projects are disqualified and not invited to present. Beckman will contact the applicants and let them know. Beckman will also send each Council Member a hard copy of each project proposal.
8. Updates
  - a. Sustainable Forestry Award Nominees – only one was submitted. The deadline can be extended. Beckman will send another notice and give until Nov 15<sup>th</sup> to submit nominations.
  - b. Pesticide Insurance – Contract signed with the City of Antigo and work will begin this fall and continue in the Spring. Another contract will be signed for another trail soon.
9. Members reviewed the council meeting agenda and noted changes. Beckman will make the necessary changes and send/post the agenda.
10. Meeting adjourned at 1:57pm

  
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Submitted 10/4/2018 by Yvonne Van Pembrook, Secretary