



Baileys Harbor Community Association Board Meeting
January 10, 2024 12: 00 noon – 2:00 p.m. – Town Hall –

Attendees: Steve Makovec, Linda Mattes, Scott Bennett, Sam Nelson, Kurt Kiefer,
Cynde Krowas , Christina Studebaker,

Guests- Katie Virlee - Town of Baileys Harbor, Maddy Kwaterski
Augusta Club Door County

Absent: Jim Brockman, Wayne Scaggs, Bonnie Smith

1. Meeting called to order by Linda Mattes at 12:00 PM
2. Introduction of Maddy Kwaterski, who is observing and potential board member.
3. Agenda accepted and approved
4. December meeting Minutes - change to Item 6 by Kurt Kiefer. Minutes accepted and approved based on the recommended change.
5. Treasurer's Report- no report available.
6. Director Notes:
 - a. Pacer's - Cynnde, Scott and Steve meet with Brain Fitzgerald to discuss BHCA handling the beer sales for this year's event. Scott will reach out to One Barrell. Looking at making improvements on the BHCA end. Scott will update at the next board meeting.
 - b. Brown Trout Tournament and Blessing of the Fleet- Cynde, Scott, Christina and Steve meet to discuss the Brown Trout Tournament and Blessing of the Fleet. The Brown Trout Tournament will be April 18th - 21st. Blessing of the Fleet will be Sunday April 21st with a gathering after the blessing to award prized and showcase vendors. Cynde will reach out to obtain a priest for the blessing and create a flier Scott will check on the fish cleansing station. Cynde and Steve will work on vendors.
 - c. Cynde informed the board that she is now a EMR and if required that will take priority over Director's duties.
7. President Discussion :
 - a. Town Contract/Agreement- Christina updated the Town Agreement, Discussion followed on the Agreement and a possible separate contract as suggested by Dave Elliott. Decision that we would have an agreement but not a separate lease contract and to remove the Treasurer signature from the agreement. Linda asked each board

member to review the revised Agreement and send Christina any suggestions, changes and additions. Linda, Christina and Steve update the agreement for further discussion and approval at the February meeting.

- b. Conflict of Interest Policy- Christina created a Conflict of Interest Policy based on Linda's request. Discussion followed on the policy. Linda asked each board member to review the policy and send Christina any suggestions, changes or additions for further discussion and approval at the February board meeting.
- c. Board Member Responsibilities- discussion followed on the responsibilities of each director and board member. Linda asked that each board member review the responsibilities and by-laws and send to Christina and suggestions, changes and additions. Linda, Ann Marie, Christian and Steve will review and update for further discussion and approval at the August board meeting.
- d. Process- Linda requested that each board member that would like to add an item to the agenda to prepare a project plan to implement the idea/suggestion including cost and time.
- e. Strategic Planning- discussion followed by a recommendation from Kurt to create a subcommittee to review the notes on the strategic plan and bring back to the board recommend Strategic Plan. Kurt will lead this subcommittee consisting of Kurt, Linda, Scott and Sam.
- f. 2024 Focus- Greentier- create a subcommittee to review and bring back to the board a process plan. Sam will lead along with Scott.
- g. Highway project discussions- Katie updated on the Highway project and Linda will update future information.
- h. Computer Equipment and Google Drive usage-
 - i. Computer Equipment- Discussion followed on the need for a camera or an updated phone. Linda will research the cost of purchasing a camera. Cynde will research the cost to upgrade the phone. Both will be discussed at the March meeting.
 - ii. Google Drive usage- discussion followed on updating the information in Google drive, Cynde will work with Ann Marie on the continuation of the clean up on Google drive. Discussion was made to add a link to the emails to access all documents.
- i. Review list of 2024 events- Reminder for all Board members to sign up. This is mainly for a backup for Cynde in her absence. Cynde will send out an updated events list. Linda requested each board member to be a primary on at least one event. Scott stated that he would not be able to be a primary on an event but will be the primary

on contracting for beer and other refreshments sold at all of the events.

- j. Treasury Responsibilities- discussion on the treasurer's responsibility- discussion followed on using Kerber and Rose for the February and March. Linda, Sam and Cynde will review the quotation submitted by Kerber and Rose. Linda will check with Wayne to find out if he had any target date to return. Linda, Sam and Cynde met and a decision was made to:
 - i. After talking with Kerber Rose on using them for 2 months, they indicated all pricing was only good if signing a one year contract. We believe that pricing is then too steep for our needs. This afternoon Cynde talked with the CPA the town used and will be using a hybrid of the CPA for training and minimal consulting. She charges around \$100/hr. The amount will not exceed the \$2000 requiring board approval. In addition, Cynde will be working with my husband Robert on monthly reconciliations when she returns from her honeymoon. When we know more about Wayne's return we will access our options for the treasury related work.

8. Next meeting February 14th 12:00 pm - 2:00 pm

9. Meeting adjourned at 1:32

Steve Makovec , Board member

Board members moved to a closed session