Baileys Harbor Community Association Board Meeting
July 17, 2024; 8:00am - 10:00am
Baileys Harbor Town Hall - Basement

Attendees: Linda Mattes, Steve Makovec, Scott Bennett, Jim Brockman, Kurt Kiefer, Christina Studebaker, Sam Nelson, Cynde Krowas, Sue Schwartz (Destination Door County), Dave Eliot (Town of Baileys Harbor), Roberta Thelen (Town of Baileys Harbor), Maddy Kwaterski (Augusta Club)
Absent: Wayne Scaggs, Bonnie Smith

1. Meeting called to order at 8:02am by Linda Mattes
2. Agenda accepted - Steve motioned, Sam second
3. Accept June Meeting minutes, Steve motioned, Sam second
4. BHCA and Town Agreement
    a. Town is requesting a lease agreement between the Town of BH and the BHCA for the use of the Toft House. Agreement is to define responsibilities for upkeep and repair. Town is also asking the BHCA to consider a long-term plan with the Toft House and what future needs may be necessary at that location.
5. Treasurer's Report accepted - Kurt motioned, Scott second
6. Directors Report - Cynde
    a. Secured 2 more food trucks for upcoming Food Trucks and Floaties event.

Discuss/Take Action:

7. President Discussion - Linda
    a. Move to consent agenda for approving agenda, minutes, and reports.
    b. New project for end of 2024/spring 2025 - review possibility of adding 1 or 2 water stations within the community.
    - Locations: Toft House, Town Hall
8. Board Responsibilities
    a. Developing standard operating procedures with assistance from Sue Schwartz (Destination Door County) for all aspects of the BHCA. These will mimic other non-profits and better define where responsibilities fall. Starting with financials.
    b. BHCA Executive Committee will put together and present to the full board for approval.
9. Insurance Audit was completed. Our policy cost went up slightly.
10. Sponsorship Guidelines procedure was approved - Kurt motioned, Jim second, Christina abstained
11. Ongoing, long-term, BHCA project updates - All
    a. Green Tier is moving forward
    b. BHCA to develop an education series. There is a BHCA Subcommittee created and will define their mission for the community. As this progresses, a calendar of topics will be shared with the community so they can plan to attend if the topic is of interest.

    c. Volunteerism and Fundraising is progressing, BHCA has developed a subcommittee to review these processes. Sue Schwartz has volunteered her expertise and will be invited to future meetings.
12. Off Season workspace for Director will be tabled until the lease with the Town and BHCA is drafted and accepted.
13. We haven't had much success filling the Administrative Position. Sue Schwartz offered to assist in connecting us with a Tech College in an attempt to find an Intern to assist.
14. August meeting will be held on August 14, 2024 from 9a-11a in the Town Hall Basement room.
15. Adjourn from Board Meeting at 9:40am - Jim motioned, Kurt second