

## OBS Board Meeting Minutes

December 18, 2023

Board members in attendance: Alnisa Allgood, Laurel Neverdahl, Susan Goodwin, Juscha Robinson, Maurice Sheppard, Bethany Ordaz, Julie Rupert, Julie Bernauer, Laura Peterson, Sandra Statz, Bill Patek, Lisa Laschinger (rep for Eric Knepp)

Board members absent: Liz Dannenbaum, Philip Bradbury, Moira Harrington, Betty Chewing, Renee Boyce, Matt Cornwell

Advisory board members in attendance: Kevin Hess, JT Covelli

Advisory members absent: Barb Tensfeldt, Fred Anderson, Julie Herfel, Jeff Levy, Dale Mathwich, Mary Philips

Staff in attendance: Tanya Zastrow, Amanda Sherer, Joe Vande Slunt, Katy Nodolf, Liz Parker

1. Call to order at 4:01 by Alnisa Allgood, second by Bill Patek; *voted and approved*
2. Approval of the Nov. 21, 2023 Minutes
  - a. Note to change Barb Tensfeldt to be listed as advisor
  - b. Motion to approve by Sandra Statz, seconded by Laura Peterson; *voted and approved*
3. OBS Employee Handbook
  - a. Overview by Lake Effect HR & Law
  - b. Motion to approve by Susan Goodwin, seconded by Bill Patek; *voted and approved*
4. Nominations – Presented by Sandra Statz
  - a. Thanked outgoing board members: Renee Boyce, Julie Rupert, and Maurice Sheppard, and advisor Barb Tensfeldt
  - b. Ongoing officer roles
    - i. Bethany Ordaz will be taking over Secretary Position, all others will continue as is
    - ii. Motion to approve by Juscha Robinson, seconded by Julie Rupert; *voted and approved*
  - c. Returning board members for additional terms
    - i. Motion to approve by Laurel Neverdahl, seconded by Susan Goodwin; *voted and approved*
  - d. Five new board members: Mike Maddox, Michele Miller Hayes, Maureen Martin, John Manzer, and Caren Lewis
    - i. Motion to approve by Bethany Ordaz, seconded by Julie Rupert, *voted and approved*
    - ii. New Board members will join for February 2024 meeting
    - iii. Onboarding scheduled for Jan. 18<sup>th</sup>
    - iv. Tanya Zastrow noted that interested applicants that were not chosen to join as board members will be asked to serve on committees
  - e. Non-voting advisors continuing for additional term

- i. Motion to approve by Bethany Ordaz, seconded by Julie Bernauer, *voted and approved*
    - f. Ex officio members continuing for additional term
      - i. Motion to accept by Bethany Ordaz, seconded by Laura Peterson, *voted and approved*
    - g. OBS Foundation Board of Directors Officer and Director roles
      - i. Motion to accept by Alnisa Allgood, seconded by Julie Bernauer, *voted and approved*
    - h. Tanya Zastrow noted there is one spot open on the OBS Foundation Board, and possibly another opening soon
      - i. Looking for someone savvy with numbers/financials
      - ii. Please contact Tanya with any recommendations
  - 5. OBS Operating Budget – Presented by Joe Vande Slunt
    - a. Noted staffing changes
      - i. Sam Malone going from .6 to 1.0 FTE
      - ii. Ariel Christian going from .8 to 1.0 FTE
      - iii. New Volunteer Coordinator accepted offer
      - iv. Anticipated proposed budget exceptions
        - 1. Add additional Development staff member
        - 2. Increase Plant Recorder position to 1.0 FTE
        - 3. Add additional PR/Marketing position
        - 4. More guest experience associates
    - b. Discussion and clarification of topics related to Capital Budget, and shared funding between City and OBS
    - c. Discussion of membership
      - i. Note of plan to raise membership rates in Jan. 2025
      - ii. Tanya Zastrow noted 2023 closures; asks board members for suggestions for additional member benefit ideas during this time
    - d. Motion to approve budget by Bill Patek, seconded by Sandra Statz, *voted and approved*
  - 6. Finance and Accounting Manual
    - a. Tabled for next Board Meeting
  - 7. Financial Report – Presented by Laura Peterson
  - 8. New Business
    - a. No additional topics discussed
  - 9. Announcements
    - a. No additional topics discussed
  - 10. Adjourned
    - a. Adjourned at 5:31 by Alnisa Allgood

## **ACTION ITEMS**