**STAR ISLAND CORPORATION**

**Board of Directors**

**MEETING MINUTES**

October 11, 2017 at 7:00 pm

Go To Meeting Remote Conference

Members in Attendance:

Lisa Braiterman

John Bush (Treasurer)

Tom Coleman

Roger Kellman

Gary Kunz (President of the Board)

Chris Palazzolo (SIUCC President)

Suellen Peluso

Nathan Soule

Celeste Magliocchetti (Pel Liaison)

Mary Trudeau (Clerk)

Other:

Joe Watts, CEO;

Absent: Erik Cordes; Nick Dembsey; Debbie Duval

**Call to Order**:

Gary Kunz, President, called the meeting to order at 7:00 pm.

**Opening Words:**

Suellen Peluso read an excerpt from the Kansas City Star, circa 1900, which described the sport of golf, as played on the Isles of Shoals. The reading was accompanied by merriment and laughter and thoughts of lost balls.

**Check In**:

Board members gave short updates on lives, thoughts and recent travels. Lisa Braiterman reminded the Board to savor life and remember that “life is short”.

**Executive Session**:

Based on a motion duly made and seconded, the Board voted to enter executive session to discuss an issue concerning Appledore Island, as well as receive an update concerning ongoing litigation.

Suellen Peluso recused herself and left the meeting at 7:19 pm, and remained outside of the conversation for the portion of the executive session concerning Appledore Island. Joe Watts was invited into the executive session.

At 7:35 pm, the Board returned to regular session.

**Review and Approval of Minutes of August 28, 2017 Minutes:**

Based on a motion duly made and seconded, the Board

**VOTED** to approve the August 28, 2017 meeting minutes, as written.

**REPORTS:**

**CEO Report and Update:**

Joe Watts began his update by thanking Tom Coleman for his continued efforts to improve the accessibility of the chapel path. Tom noted that it was a community effort.

Joe reported that the Fall Appeal letters to the Board will be sent out with the general appeal. He noted that this has not always been the practice, but that it seemed important for the Board to be aware of the mailing, and receive an appeal in the same time frame as the rest of the Shoaler community.

A discussion about the Bednight Report included the observation that we have been turning away personal retreaters due to conferences saving spaces for attendees. Joe noted that staff is planning on revising the registration policy for personal retreaters to allow registrations to be made for spots that remain vacant four weeks prior to the start of any conference, and that this change will be carefully communicated to conference registrars.

In response to the written Development Report, Roger Kellman] asked for information concerning the average gift per conference. Suellen noted that this and other information is available, and is reviewed by the Fund Development Committee.

**Treasurer’s Report**:

John Bush reported that the upcoming financial statements will include final results from the conference season. He also noted that he and Joe had meet with the Permanent Trust, and that the annual gift from the Trust to the SIC is approximately 5-6K dollars greater than anticipated.

Gary noted that the Trust has voted to decrease the percentage of the contributions to the Corporation by 0.25% in 2018, to a rate of 4.25% of a three year moving average of the overall value of the Trust. He also reported that the value of the Trust currently exceeds 4M dollars.

**Pel Report**:

Celeste Magliocchetti reported that compensation discussions between representatives of the Pel community and management are continuing to be productive. Tom Coleman noted that he would be interested in hearing from the Pels their thoughts about strategies for improving diversity. Celeste agreed that this is an issue that is relevant to the Pels and that could result in new strategies for engagement of under represented populations in the staff.

Upon a motion duly made and seconded, the Board

**VOTED** to approve the CEO, Treasurer’s and Pel Reports.

**SHORTER TERM BUSINESS**

**Annual Committee Charge Review:**

Gary reminded committee liaisons to begin the annual review of committee charges, and to be prepared to report any suggested changes at the February meeting of the Board.

**2017 Conference Season**:

Joe reminded Board members that reports on the 2017 conferences and a summary of the island evaluations was included in the Board packet this month. He noted that overall, it was a very successful season. Joe also noted that there are a considerable number of small, and new, conferences each summer, and that this can pose unique challenges. In particular, he discussed challenges associated with multiple conferences sharing public spaces on the island .

**2017 Discount Report**:

The 2017 Discount Program was very successful, and was used in conjunction with various conference financial aid programs to provide equitable funding for those requesting assistance. Joe mentioned that the 2018 Discount Program is in the process of being developed, and noted that we should anticipate a very similar framework as was used in 2017, with possibly a few tweaks.

**2017 Budget Update**:

The Board reviewed the upcoming budget review schedule, noting that approval of a final budget has been intentionally pushed back to January. Joe noted that approval of the 2018 Room and Board rates at an earlier meeting would be helpful, and suggested that the Board may wish to approve the rates at the November meeting. Joe reported that the initial draft budgets (3 versions) will be similar in format to past years’, and will include more dramatic differences between versions to encourage discussion. He remarked that pushing the budget process back to allow for the receipt and preparation of end of season data and reports is helpful.

**Permanent Trust Liaison Report**:

As Nick Dembsey was not present, Joe Watts presented the report to the Board. Joe noted that the Permanent Trust reviews market conditions, and evaluates our returns on a regular basis. The Trust employs a long term strategy for investments, and that this is why our returns may seem to be less productive when compared to other short term investments in the market.

Suellen noted that there is a correlation between development and market trends, and that this is something to be mindful of in planning an annual or capital campaign.

**Committee on Appointments Liaison Report:**

Tom Coleman reported that the Committee on Appointments recommends the following appointments by the Board:

Finance & Audit

 Tom Duncan for a second three-year term starting in 2018.

 Russ Peterson for a second three-year term starting in 2018.

Committee on Appointments

Tyne Allshouse appointed co-chair of the Committee on Appointments for a one-year period beginning January 2018.

Tom also reported that the Committee on Appointments informs the Board of the following appointments made and approved by the CEO:

Rutledge Marine Laboratory Committee

 Meg Doty for a second three-year term starting in 2018.

Outreach & Engagement Committee

 Paul Jensen for a second three-year term starting in 2018.

Upon a motion duly made and seconded, the Board

VOTED to approve the appointments proposed by the Committee on Appointments.

**Longer Term Business:**

**Long-range Integrated Financial Tool (LIFT):**

Joe noted that a Long-range Integrated Financial Tool (LIFT) has been developed to allow for a development overlay of the capital improvements needed on the Island. Joe noted that projects are dependent on funding, and this overlay allows for the development of multi-year fundraising plans that target specific projects or goals. Joe remarked that the LIFT supports the Strategic Plan, and identifies items that are prioritized by the staff or Board. Gary Kunz noted that it is still important to consider the evolution of the process to make decisions. John Bush commented that it is great that we are in a place to be able to make decisions on how we want to be able to spend our monies. Suellen appreciated the ability to provide a five year view of upcoming needs.

**Board Calendar**:

Gary reviewed the proposed calendar, noting that it is a consolidated meeting schedule, reflecting feedback received from the Board. He also noted that the date for the 2018 Annual Meeting has been set for May 5, 2018. The Board discussed the new calendar, noting that elimination of meetings may cause heavier agendas. The Board noted that it is important to keep meeting length reasonable, particularly on conference calls. Gary noted that he is working to make changes to reorganize the structure of meetings, hopefully increasing productivity and eliminating redundancy.

**Marine Services Contract**:

Joe noted that while the Marine Services Contract will be reviewed more closely in November, Board members had asked for the opportunity to discuss associated issues. Joe reported that a boat schedule that provides more options for Pel days off is being considered. He noted that this schedule could include a variety of vessels.

Louise questioned the need for an overnight boat at the Island, noting that it could be helpful in emergencies or for unexpected transportation issues.

John Bush asked whether the decision to utilize Jack Farrell for the bulk of our boat needs had long term implications. Joe assured him that there are no shortage of opportunities available to the island, should the current marine contract change.

Joe asked that comments or concerns be sent to him, noting that a staff workshop on November 1 will be held to address marine transportation and logistics issues. Joe noted that dock side storage/refrigeration and staffing is being considered, and that there are many options being evaluated.

**Reflections:**

Board members noted that communication continues to be challenging, as a number of participants are not calling in through the Go To Meeting application. It was noted that having visual connectivity helps with the flow of the meeting, and members were urged to consider taking advantage of the full technology of the application.

Upon a motion duly made and seconded, the Board

**VOTED** To adjourn the meeting at 9:13 pm.

Submitted by:

Mary Trudeau, Clerk