

**Regular Session Board Minutes for January 25, 2022**

**STAR ISLAND CORPORATION**

**Regular Session of the Board of Directors**

**MEETING MINUTES**

January 25, 2022 at 7:03 p.m. EST via Zoom

Members in Attendance

Kyle Belmont

Patricia Coleman (President, ISA UU)

Leon Dunkley

Debbie Duval, President

Elizabeth Erickson

Lucia Green-Weiskel

Tom Kennedy

Jeff Loewer, Acting Vice President and Treasurer

Keri Mattaliano (President, SIUCC)

April Rosario

Topher Soltys

Arlyn Weeks, Clerk

Louise Williams

Others

Sabine Michaud, Pelican Liaison

Joe Watts, CEO

**Opening Words** were offered by Tom Kennedy.

Debbie Duval called the meeting to order at approximately 7:10 p.m.

**Minutes of December 14, 2021 Meeting**

After amendment to reflect that the month of the retreat at which the Board's self-evaluation will be conducted is August, upon a motion duly made and seconded, the Board

VOTED to approve the minutes of the December 14, 2021 regular session.

### **CEO's Report**

Joe Watts referred the members to his written report. He corrected the Annual Fund report to show that LOAS I had 107 donors in 2021, not 10. There are currently 1,208 people registered for 2022 conferences, with the following significant figures: All Star II 216; IA 163; All Star I 132; LOAS I 128; and LOAS II 114. There are 131 Pelican applications (compared to 136 at this time last year). The 5-year average at this point in the year is 153. We often get post-deadline applications. Joe has received 3 comments about the vaccination policy and none about the change to the Sunday-to-Sunday schedule for conferences.

### **Beloved Community Project Update**

April Rosario reported on the four projects currently under way. A job description has gone out for the staff position, two applications have been received, and the group is moving toward screening and interviewing applicants. The financial aid group met with Mike Bray and the chair of SIC's Financial Grants Committee; the availability of financial aid is now prominently displayed in registration materials. Demographic information is now being collected on the financial aid application forms. Four Shoaler musicians are working to create a melody for the new Island song for the Grand March which the group hopes to launch before the conference season begins. The Guidebook group is focusing on intentional welcome of new Shoalers and small programming through the conferences. Miriam Coe has contacted this group to suggest that it partner with the ISA UU on its clergy grants program.

### **Treasurer's Report**

Jeff Loewer reported that the November financials are positive. Annual Fund receipts are up by almost \$200,000. Room and Board receipts are up \$16,000, operating expenses are below budget, and capital expenditures are \$10,000 under budget. The Finance Committee plans to talk about reintroducing the vendor scorecard, and will also be focusing on other potential goals for the year ahead. It will also consider how the LIFT, five-year plan and annual budget can work together better. It also discussed the possibility of accelerating the timetable of the monthly financials.

### **Pelican Liaison's Report**

Sabine Michaud reported engaging in chats and messaging about applying for 2022 positions. Several 2021 Pelicans are not returning because they cannot afford to leave their mainland jobs. She will pursue more information about this situation.

Tom Kennedy suggested consideration of a pool of extra compensation for Pelicans who stay through a set number of weeks.

Upon a motion duly made and seconded, the Board

VOTED to accept the reports of the CEO, BCP, treasurer and Pelican liaison.

### **Updated Property Standards Review**

Louise Williams reported that Property Standards were first adopted in 2006. A revised iteration will be emailed to all Board members along with a map within the next week or so, allowing members to review them before voting on them in March. The Facilities Committee is recommending that the Board approve this revision.

### **Committee on Appointments Report**

Lucia Green-Weiskel reported that Christine Wilson has been appointed to the Rutledge Marine Lab Committee. The most recent meeting of the Committee on Appointments was devoted to the leadership transition. Roger Kellman is now the chair.

### **Safe Community Policy**

Joe Watts reported that the Personnel Committee recommends that the Board approve the policy that is included in the Board packet for this meeting. The changes are the use of bold text on important points and clarification that application of the policy is not limited to an employee's working time, but also applies to off-work time and use of social media.

Upon a motion duly made and seconded, the Board

VOTED to approve the Safe Community Policy as presented. Brief discussion of the possible need to clarify the policy in the future with respect to criminal background checks on volunteers followed.

### **Conflict of Interest Policies**

Debbie Duval asked members to review the policies, to which no changes have been made. We will be asked to complete and sign the forms in May.

### **2022 Budget Recommendation, Discussion & Approval**

Jeff Loewer reported that the Finance Committee has reviewed the proposed 2022 budget with Joe Watts and Hope Coolidge and recommends that the Board approve it. He noted that this budget still relies on government assistance, through the employee retention credit. There is a lot of inflation pressure right now, which the budget addresses with respect to salaries but not fully with respect to food costs. He noted that it will be difficult to keep to the 3% annual increase in room and board rates in future years.

Joe Watts added that we are coming off two great years financially, all things considered, and that this is a financially responsible austerity budget that was difficult to create. It includes support for the Beloved Community Project and a downgraded Annual Fund goal. There is a wage increase of 4.5% for year-round employees and supervisors and 6.5% for nonsupervisory Pelicans. The lowest Pelican wage will now be \$9 per hour, not including room and board. The budget for capital projects is not back to immediate pre-pandemic levels but is similar to levels more than two years before the pandemic. The budget resumes adding \$25,000 to the Board's reserve fund each year, starting in 2022. This is not a "new normal" budget.

Discussion of the reserve fund, food budgets, processing fees for credit cards, and means to facilitate conversation between committees to affect the budget followed.

In response to a question about support levels for senior/management staff, Joe noted that the budget includes, in addition to one new YR full-time senior staff position, one new seasonal staff position and increases the IT position to YR full time.

Upon a motion duly made and seconded, the Board

VOTED to accept the budget as recommended by the Finance Committee.

### **Governance Review**

After consulting with Mary Ellen Jackson, Debbie Duval plans to appoint a Governance Review Task Force of three board members, Joe Watts and one other person, the first task of which will be to create a charge. Members were asked to let Debbie know by Friday, January 27, if they are interested in serving on the task force, whose work will likely extend through the 2023 Annual Meeting. Joe Watts anticipates a three-year period for implementation of the task force's recommendations. The task force will be delegating information-gathering work.

### **Breakwater Project & Possible Permanent Ramp**

Joe Watts has been in touch with the Army Corps of Engineers over time with respect to this project, which will help mitigate the effects of climate change on the Island, consistent with our Strategic Resolution. The Corps needs to get onto the Island in order to do this work. Star will be compensated. Recent issuance of the public notice of this project was a surprise and we have 30 days from that notice to submit a response. The project will destroy part of our road, which will then be rebuilt. It presents an opportunity to get a permanent ramp, which could be used for the next 50 years, installed at no expense to us. There is no guarantee that the Corps will make the ramp permanent, but we have to make the request within the 30-day period. The Facilities Committee voted to make this request, with caveats.

After discussion, upon a motion duly made and seconded, the Board

VOTED to approve the request to make the ramp permanent.

### **March Board Retreat**

The March retreat will be virtual, similar to last year's March retreat with sessions on Friday afternoon, Friday evening and Saturday morning. Please suggest topics to Debbie or Joe by February 1.

### **Reports for Annual Meeting**

Debbie Duval asked that members review the reports included in the Board packet and submit questions by February 1.

Upon a motion duly made and seconded, the Board

VOTED to enter into executive session at 8:50 p.m.

The Board returned from the executive session at 9:37 p.m.

The meeting adjourned at 9:38 p.m.

All votes were unanimous.

Submitted by  
Arlyn Weeks, Clerk