

North Lakeland Discovery Center  
Annual Meeting  
July 20, 2017

Board members Attending: Karen Dixon, Jim Reichert, Rolf Ethun, Eric Koster, Jack Cooper, Glenn Goldschmidt, Cindy Giesen, Barb McFarland, Brent Jelinski, Tom Olson, Lauren Prentiss

Staff members attending: Dorothy Wahner, Karla Wotruba, Lynn Wildes, Annie McDonnell, Ryan Wahlgren, Emily Heald, and interns; Erik Krueger, Joseph Montaine, Brandon Oberleitner, Heather Platt, Danielle Smith.

Also in attendance: 75 NLDC members and 22 proxies.

Not in Attendance: Board members; Bob von Holdt, Dick Logan, Steve Petersen  
Staff members; Emily Anna, Licia Johnson.

1. Karen called the meeting to order at 6:23 p.m.
  2. Karen welcomed the members and staff in attendance.
  3. Jim Reichert moved to approve the agenda, second by Cindy Giesen. Motion passed
  4. Guy David moved to approve the consent agenda items, second by Barb McFarland, Motion passed.
  5. Karen introduced the board members as well as Dorothy Wahner acting as Interim Executive Director.  
Karen introduced John Heusinkveld (in absentia) as the board's selection for the new Executive Director and will be starting on September 5.  
Karen explained that the NLDC intends to embark on a capital campaign to raise funds to upgrade campus facilities including a new lodge to house classrooms, nature nook, offices and event space to meet growing demands.
  6. Rolf Ethun presented the treasurer's report, referring to budgetary information handouts, and noting that the NLDC is in solid financial condition and has maintained a policy of completing operations and projects without borrowing money.  
  
Dick Thiele raised the question as to what the "Long Term Liabilities" line item of \$165,329.67 on the Balance Sheet represented. The answer being not immediately apparent, will be researched by Rolf for an accurate response. Annie McDonnell noted that the Balance Sheet was prepared by an outside accounting firm with which the NLDC is contracting.  
  
*Note - Rolf had the accounting firm clarify that it is simply the total of our Restricted Funds as of the end of the last fiscal year, which are primarily building funds and advance payments from DNR on our AIS lake grants. This number will change each year when the annual audit is completed by the accounting firm*
- Rolf provided further background regarding the rationale for the capital campaign, noting that the current facilities are not adequately meeting the demand for additional programming, and are not available for four season uses. Rolf indicated that a consulting firm has been engaged to assist with the fund-raising effort. Both internal and external audits have been conducted to determine feasibility. A market analysis has been completed as well as a business plan and pro-forma budget. The architectural firm of Ayres and Associates has provided initial site and building concepts and cost estimates are being secured from contractors. The campaign is expected to begin soon with prospective donors and the campaign could be opened to the public as early as next spring.
7. Dorothy Wahner introduced the staff and interns highlighting endeavors in each of their roles, and led the membership in expressing enthusiastic appreciation for their efforts. The interns each introduced themselves with a brief explanation of their origins, educational endeavors and roles as interns.

8. Karen expressed appreciation for Dick Logan who will be leaving the board but will continue on as a member of committees and as a tireless volunteer working on numerous building and grounds projects.

9/10. Jack Cooper moved to accept the slate of directors for three-year terms:  
Eric Koster, Barbara McFarland, Tom Olson renewing for a second term.  
Tom Joseph returning to the board.  
Second by Rolf Ethun. Motion passed.

11. There was no further old business.

12. There were no items of new business presented.

13. Karen adjourned the meeting at 6:55 p.m.

Respectfully submitted:

Eric Koster, Secretary

North Lakeland Discovery Center  
Special Board Meeting  
July 20, 2017

In attendance: Karen Dixon, Jim Reichert, Brent Jelinski, Barb McFarland, Lauren Prentiss, Tom Olson, Tom Joseph, Glenn Goldschmidt, Cindy Giesen, Dorothy Wahner, Jack Cooper, Eric Koster.

Absent: Bob von Holdt, Steve Petersen.

Recused: Rolf Ethun

1. Karen called the meeting to order at 7:03 p.m.

2. Roll was taken and quorum established.

3. Cindy moved to approve the agenda, second by Glenn. Motion approved.

4. Glenn moved, second by Barb, that officers for the upcoming year be:  
Karen Dixon; Chair  
Jim Reichert; Vice Chair  
Eric Koster; Secretary  
Tom Joseph: Treasurer.

Motion passed.

5. Jim moved, second by Lauren:

“Effective August 1, 2017 the NLDC will pay 75% of employee benefit cost only.

All employees will pay 25% of insurance cost as well as total cost for spouse and dependents (for persons who have family coverage). All benefits are reviewed by the board annually.”

Motion passed.

6. Glenn moved, second by Jim, to hire Rolf Ethun as Capital Campaign Coordinator.

Motion passed.

Rolf will provide a job description, time line and contract. The board agreed that the job description should note that the Coordinator works closely with the executive director.

It was agreed that specifics as to the reporting "chain of command" for the Campaign Coordinator will be worked out as the launch for the campaign gets closer.

Karen adjourned the meeting at 7:30 p.m.

Respectfully Submitted,  
Eric Koster, Secretary