

**PRESQUE ISLE HARBOR ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2021**

The meeting was called to order at 7:02pm by President R. Kurkechian.

Roll Call: Present – C. Campo, V. Fields, R. Kurkechian, D. Larkin, K. Taylor, M. Thurber, M. Ulrich.
S. Mullaney via zoom Absent: M. Rehling
Staff: J. Kroll

Property Owner Comments: None

President Comments: Rule 28F requires the Board to follow Roberts Rules of Order Newly Revised. R. Kurkechian requested that board members raise their hand when wanting to make a comment and wait to be acknowledged. All agreed.

Correspondence: J. Kroll reported that he received positive comments from a current member.

Note: C. Campo, Secretary, notified the Board that this meeting is being recorded as allowed by Rule 28e. As agreed, the recorded minutes will be deleted upon completion of the minutes.

Minutes: Minutes of October 14, 2021. MOTION (M. Thurber/V. Fields) *Accept minutes as corrected.* Carried.

Financial Report: V. Fields presented the financial statement. Discussion ensued regarding various reports and the Fidelity Investment. Once Quick Books is operational, the Finance Committee will suggest reports needed for board meetings. The Fidelity Investment was also discussed. Board agreed that J. Kroll needs access to the account and he will contact our Attorney and investigate options for investing the funds. MOTION (D. Larkin/M. Thurber) *Accept the financial report.* Carried.

Executive Session: R. Kurkechian requested an Executive Session at 8:20pm. MOTION (R. Kurkechian/D. Larkin) *Adjourn Executive Session at 9:40pm.* Carried.

General Functions:

- a. Board Workshop: J. Kroll reviewed PIHA Rules which pertain to the responsibilities of Board Members.
- b. Engagement Letter: The engagement letter from Johnson & Company is for Quick Books set up assistance, the Board will pick the Auditor. J. Kroll can utilize whatever level of services he needs for Johnson & Company and/or Intuit. The Board previously approved \$4000 for this project.
- c. Quick Books: J. Kroll stated that he does not have access yet and would like to eliminate the version which was started in October and start with a fresh account. MOTION(M. Thurber/M. Ulrich) *Authorize J. Kroll to take whatever steps are necessary to correctly implement QB for the benefit of the Association. He's authorized to spend the monies already allocated to this event and to use his judgement as Executive Director to move this project forward.* No further discussion. Motion carried.
- d. Employee Compensation: J. Kroll presented his recommendations regarding pay increases and Christmas bonuses for staff. MOTION (V. Fields/M. Ulrich) *Accept J. Kroll's recommendations for both the pay increases and bonuses.* Discussion ensued. M. Ulrich requests J. Kroll to verify that taxes will be withheld for the Christmas bonus. Motion carried.
- e. AMA Review: Not addressed

Standing Committee Reports: None

Board Members:

General Comments:

December Meeting: R.Kurkechian would like a December meeting. Due to Board Member commitments, it was determined we would not have a quorum.

Insurance Coverage: R. Kurkechian knows of an insurance company which will possibly cover PIHA for all BYOB events yearly. M. Ulrich and D. Larkin would like any proposal reviewed by our attorney.

Community Reports: None

Future Agenda Items:

Review Investment Protocols (Rule 31G)

Adjourn: (R. Kurkechian/M. Thurber) MOTION *Adjourn at 10:25pm*. Motion carried.

Respectfully submitted,

Colleen Campo, Secretary