**Presque Isle Harbor Association**

**Board of Directors Meeting**

**July 21, 2024**

A special meeting of the Board of Directors of Presque Isle Harbor Association, held at the clubhouse, was called to order at 6:00 pm by President V. Fields. A quorum was present.

**Roll Call:** Present: V. Fields, C. Campo, D. Larkin, R. Crook, M. Ulrich, D. Fauver, D. Wolf, C. Morrison

Absent: M. Grochola

A motion was made by D. Fauver and seconded by D. Wolf to accept the minutes of the July 16, 2024 meeting as read. Ayes all and the motion was passed.

**Bank Report:** V. Fields and C. Campo visited Nicolet Bank and removed J. Kroll from the signatory card. They also visited Alpena Alcona Area Credit Union and removed J. Kroll from the signatory card and added C. Campo to it. Only J. Kroll and Pauline Lang are on the debit card for AAACU. P. Lang needs to take J. Kroll off of this card and add someone from the board of directors. She also need to add Brent Mullen, the head maintenance person. It is recommended that one more person from the board be added as a signatory at both banking institutions.

**Maintenance:** D. Larkin and D. Fauver met with J. Kroll and B. McMullen. J. Kroll only has a few personal items at the maintenance building. It is suggested that the maintenance crew do an inventory and clean up the inside of the maintenance building.

**Natural Resources:** D. Wolf will keep an eye on the trails.

**Campground:** R Crook will do a walk through with Lee Wiley when he returns to the campground. P. Lang will be asked how to handle the campground if no one is available to work at the campground to check people in and take payments.

**Computer Database:** M Ulrich spoke with Gary Weir. He understands our structure and says that there are some things that could streamline inputting the data. P. Lang handles the incoming Member Services emails and the board could take this over for her. G. Weir will do a demo of the database system for the board. P. Lang takes a lot of time with inputing payments from payment plans. The campground has never been put into the Member Management System and will be added. Liens have been files and will be invoiced. It is recommended that P. Lang make a list of her duties. C. Morrison offered to help with the QuickBooks program.

Open jobs that need to be posted are the Executive Director, Campground Manager, attendants, and Administrative Assistant if needed.

A search committee will be formed. D. Larkin will speak with Drew Matuszak, who headed the last portion search committee. C. Morrison and Lisa Larkin volunteered to help with the search committee.

The pool roof repairs are supposed to start on Monday.

A motion was made by D. Wolf and seconded by C. Campo to adjourn the meeting. Ayes all and the meeting was adjourned at 8:06 pm.

Respectfully submitted,

Lisa Larkin, Recording Secretary

Matt Ulrich, Board Secretary