



Agenda

3rd Quarter Board Of Directors Meeting

Saturday, August 27, 2005 ~ 10:00 AM

Kalamazoo Valley Community College

Michigan Technical Training Center – Room A1030

7107 Elm Valley Drive

Kalamazoo, MI 49003-4070

Call to Order

I. Roll Call

II. Approval of the Minutes¹

A. 7/30/05 Board Meeting

B. 7/30/05 Annual Meeting

III. Reports of Officers and Committees

A. Treasurer's Report:

1. Recent Receipts & Memberships²

B. Nominating Committee Report³

IV. Special Orders

A. Appointments⁴

1. Media Director ("Newsletter Editor")

2. Hospitality Director ("Hostess" or "Picnic Organizer")

IV. Unfinished Business and General Orders

A. IRS Application for Exemption⁵

B. Jenks (Haas) House Roof Repair Project⁶

V. New Business

A. Resignation – Watson McCall, Treasurer

1. Motion to accept letter of resignation.

B. Finance & Funds Management

1. What is the total of our presently held assets?

2. What portions of these assets are considered "funds"?⁷

a. Were these funds originally "donor advised" or "restricted"?^{8,9}

i. If so, by whom and what for?

ii. If so, does that status still make sense today?

¹ Attachment: Copies of captioned minutes

² Attachment: "Membership, Membership Audit Responses and Receipts"

³ Ref Matl: "Sample Job Descriptions for Members of Boards of Directors"

⁴ Ref Matl: "Removing a Board Member?"

⁵ Attachment: *Letter of Determination, Letter 1045* dated 08/12/05

⁶ Attachment: "Estimates for Harrison Haas House SMI"; email: Kimberly Mann to Tom Ulrich 7/23/05

⁷ Attachments: "Treasurer's Report – 6/30/05" and "Treasurer's Fund Report – 7/22/05"

⁸ Ref Matl: "Are Restricted Funds Really Restricted?"

⁹ Ref Matl: "Philanthropy Dictionary"

- If not, should the money be re-designated or released to the General Fund?
3. What balance of the assets is available to mission?
 4. Under what circumstances should the Society undertake to authorize or accept and manage or maintain:
 - a. endowments (permanent or “perpetual” funds)?
 - b. donor advised gifts?
 - c. restricted funds?
 5. Is a “Gift Acceptance Policy” needed to help eliminate future misunderstandings regarding future contributions and gifts?¹⁰

--- Lunch Break ---

C. Authorization of Activities & Projects for 2006/2007 Program Year:

1. Member Recruitment/Retention & Fundraising
 - a. Communications
 - i. Spring, Summer, Fall/Winter Newsletters
 - ii. Holiday Seasons Calendar
 - iii. *View from the Dunes* distribution
 - iv. www.friendsofthemanitous.org Web Site
 - b. Annual Meeting
 - i. luncheon provisions (provide what?)¹¹
 - ii. program
 - iii. beach activities
 - c. South Manitou Island Excursion
 - i. provisions for picnic
 - ii. program
 - iii. motor tours & guided hikes
 - d. Port Oneida Fair
 - i. theme – youth oriented activity
 - ii. fund-raising possibilities (books, food or refreshments?)
2. Mission Projects
 - a. South Manitou Island Interpreter
 - i. supporting literature – visitor guide & brochure
 - b. Visitor Guide for North Manitou Island
 - c. Harrison Haas Home
 - i. roof replacement
 - ii. restoration/remodeling
 - d. Theodore Beck Home (“The Lodge”)
 - e. Henry & Maggie (Hutzler) Haas House (formerly Sheridan)

¹⁰ Ref Matl: “Understanding and Drafting Nonprofit Gift Acceptance Policies”, Kathryn W. Miree, Appendix A: Gift Acceptance Policies and Guidelines.

¹¹ Re: Sanctorum letter dated 08/11/04

- f. Spring cleaning weekend
 - i. village & farm loop houses, lighthouse, etc.
- g. Beach cleanup
 - i. zebra muscle accumulations
 - ii. beached “scum line” flotsam
- h. Incidental or unscheduled projects
 - i. small maintenance
 - ii. storm damage
- D. Budget for 2006/2007 Program Year¹²
 - 1. General & Administrative Expenses
 - 2. Member Recruitment/Retention & Fundraising
 - 3. Mission Projects
- E. Funding Strategy for 2004/2005 Program Year¹³
 - 1. Membership & Miscellaneous Contributions
 - 2. Memorial Contributions & Gifts
 - 3. Bequests
 - 4. Grants
- F. Accounting Standards
 - 1. FASB Standard Terminology¹⁴
 - 2. UCOA (“Unified Chart of Accounts”)^{15,16,17}
- VI. Adjournment
- Open Discussion
- Announcements
 - A. Seminar – “The Nonprofit Board of the 21st Century”, at GVSU¹⁸

¹² Attachment: “Draft Budget Worksheet”

¹³ Ref Matl: “Financing a Nonprofit Parks Organization”, Project for Public Spaces

¹⁴ Ref Matl: “Analysis of FASB 116/117”, the Financial Accounting Standards Board

¹⁵ Ref Matl: “UCOA: An Attempt to Define our own Terms”, The Nonprofit Quarterly

¹⁶ Ref Matl: “UCOA: The United Chart of Accounts and Activity-Based Costing”, Calif Assn of Nonprofits

¹⁷ Ref Matl: “Unified Chart of Accounts, Version 3.0”,

¹⁸ Information sheet and registration form previously provided.