

## **Board of Directors Meeting**

January 29, 2024, @ 5:30 pm - Brigade Conference Room

### **1. Call to Order**

The meeting was called to order at 5:30 PM by Alex Johnson

### **2. Prayer**

Alex Johnson led the group in prayer.

### **3. Roll Call & Quorum count - Secretary**

Board Members in Attendance: Janie Anderson, Michael Babbitts, Tim Buhl, Dawn Bolwerk, Dan Cramer, Rebecca Deschane (call-in), Allison Egger, Becky Ellis, Alex Johnson, Paul Linzmeyer

Absent: Marta O'Brien, Tanya Schroeder

A quorum was established with 10 members present.

### **4. Mission Moment**

Monicca Winters, who is the Program Leader for the Discover Program which oversees the mini-series, breakouts, and outreach in schools introduced Jade from our Brigade Karate Club. Jade has been involved with Brigade for the past 8 years. She is involved in the Karate Club and the Music and Tech program and has attended the weeknight Brigade program as well. Jade attends school at Appleton North and says that Brigade is worth the drive from north Appleton each week.

Jade stated that Brigade has given her lots of opportunities to explore and try new things that she would not have been able to try anywhere else. Jade found the martial arts program while exploring the building with her mother one night. She felt welcomed but didn't want to initially be part of the Karate Club. After COVID and the time without Brigade and Karate Club, Jade had an opportunity to not return to the Karate Club but just the opposite happened to her. That time away made her miss it more and she knew she needed to return because she really enjoyed it.

Jade mentioned that Brigade is a community. She has been pushed by the adult leaders and has fond memories of speakers coming to Brigade that provided her with positive role models. Karate Club has taught her how to be a leader and how to persevere. She is more physically active now and can defend herself. Jade is even teaching the Karate club when the main leader is absent. Jade thanks Brigade for all of the opportunities that she has had with it!

Board members and all in attendance enjoyed hearing your story Jade!

### **5. Approval of consent agenda items: Financials, Minutes of last meeting**

(uploaded to the web portal or distributed via email)

Paul Linzmeyer made a motion to approve the consent agenda items, it was seconded by Dan Cramer and approved unanimously.

## 6. Items not in consent agenda - Questions/feedback/action on Committee Reports

- Audit - Dan Cramer, Paul Linzmeyer and Dione Gagnow (non-board member) will be on this committee. They are working on setting up their meeting schedule, choosing a chairperson, and setting the goals for the committee. Field work for the audit is set for March 2024.
- Governance/Executive Committee - The Executive Committee has a standard meeting schedule for the 3rd Monday after each board meeting. The main goal of this group this year is to review and revise the Brigade By-Laws. They also set the agenda for each board meeting at their meetings.
- Community Linkage - (minutes for this committee meeting were uploaded to the portal) Committee met and reviewed the goals from last meeting, discussed progress on those goals and action steps, and reviewed the key special events that Brigade hosts each year. The committee choose Janie Andeson as the chairperson for this committee and set a meeting schedule for the 3rd Thursday of each month. Their goals for the year are volunteer recruitment and retention which will include an onboarding and mentoring program for new volunteers, fundraising which will include looking for new community donations, and building relationships which will include board members, staff, volunteers and the community.
- Endowment/Finance - This committee which includes Tim Buhl and Marta O'Brien has not met yet. Tim has spent some time getting himself up to speed and learning the budget. Tim met with Associated Bank to learn more about the Brigade Endowment Fund too. They will set up a meeting to set their goals and meeting schedule for the year.
- Executive Compensation - This committee consists of chairperson Alex Johnson, Janie Anderson, Becky Eliis and Allison Egler. The committee has met with John Benbergh and started their work on the KPI process. Most of the things coming from this committee will be handled in closed session as it deals with personnel issues.
- Board Development - This committee consists of Becky Ellis and Allison Egler. They are working on choosing their chair, setting their meeting schedule and goals for the year. Their main focus will be on onboarding of new board members.
- Building and Grounds - This committee consists of Michael Babbitts, Tim Buhl, Dan Cramer, Paul Linzmeyer and Tom Hoare (non-board member). Their first meeting is tomorrow night and at that meeting they will choose their chairperson, set their meeting schedule and goals for the year.
- Mental Health Task Force - Dawn Bolwerk presented what this committee has been working on. Tammy Coenen attended the Campwise conference and met with Heather Epley to update the Campwise forms for this year. They are now working on what needs to be done at camp to help campers and leaders feel more comfortable. First Aid Mental Health training will be offered to any interested volunteers in April and May. This committee was reminded to get any changes or new information or procedures out to

camp leaders in plenty of time so they can be prepared before camp starts.

## **7. CEO Report**

Report was included in the Board packet that was emailed out. Highlights include:

-John has met with a veteran that offers concealed carry and firearm safety classes and the possibility of him renting our range for his classes is in the works. There would be some revenue generated from these classes for the Brigade. Board members asked to make sure that our range people were included in these discussions so our range is being used correctly.

-John handed out a facility remodel outlook sheet to everyone (this is now in the board portal). Some of the items on this outlook were discussed like climate control, gym ceiling tiles, plumbing, energy efficient lighting, storage spaces, rec room upgrades, and ADA compliance. Some questions posed were: Can a remodel be done in way that programming is not interrupted or impacted? Can we look at what truly needs to be fixed versus just refreshing spaces? Can we get specific dollar amounts on these items and what has been spent in the past of these items for comparison? Do we want Gries to complete a new feasibility study? The Board felt that these questions should be sent to the Building and Grounds committee for their review and input.

## **8. Captain's Report**

-10th grade/coleader weekend had to be canceled due to poor ice conditions - it was rescheduled to the end of February and sign ups are still open for this weekend.

-Program started back up after the holiday break and is going well.

-Camp sign-ups start tomorrow and most nights of Brigade held Onaway nights last week to kick off the camp sign-up period.

-Brigade's 124th birthday was celebrated with dilly bars to all kids and volunteers last week.

-Amy was asked if she is hearing any rumbling from volunteers - she was not aware of any issues or concerns of volunteers that were brought to her attention.

## **9. Old Business**

### -Bionic Giant Update:

The steering committee met last week and gave feedback to the Bionic Giant reps about the launch document. This document will be sent out to all board members too. We are working with the staff on the launch details so everything is ready for the May launch. During the budget discussion we will talk about funds needed for the launch and refresh of the building.

### -125th Anniversary Update

Tom Hoare gave the update and John and Llahoma are also part of this committee. The question was asked about having a board member be on this committee now that Jody Hoppe is no longer on the board. John will talk to the committee and see if they would like someone from the Board to join or not. The Gala and subcommittee work is underway. They have a meeting coming up and will continue to work on things for the 125th anniversary celebration.

#### -DEIB Task Force Update

The task force met on January 9th and will be meeting again on February 6th. They are now at the point where they are working on drafting policies to support the DEIB efforts at Brigade.

### **10. New Business**

#### -Preliminary Budget Presentation

This item was moved to closed session by Alex Johnson and there was no other new business at this time.

### **11. Public Forum**

There were 3 visitors at the meeting and 2 of them spoke during the public forum.

EJ Jelinski had 4 items that he addressed the Board with:

1. He would like a plan for next years program and how to improve the programming.
2. How to increase the numbers in the downtown program. Also, how to measure if the program is successful or not? Is the Bionic Giant rebrand the solution? If so, he will wait and see.
3. A comprehensive fundraising program needs to be addressed.
4. Growing the endowment fund.

This Board has no focus and no plans on these items. The downtown program should work like camp does because camp works. The Board is reactive as usual and will continue to do the same things as usual and we will end up in the same place as usual.

Joel Miller asked about camp numbers. He was wondering what Brigade is doing to get new kids to camp. Also, was there any new recruitment strategies that were going to be put into place? Llahoma was asked to follow up with Joel and provide answers to his questions.

### **12. Action Items**

- John will send out the Bionic Giant launch document to new board members and get it added to board portal too.
- Audit, Endowment, Building and Grounds and Board Development will hold meetings to choose their chairperson, set meeting schedule and goals for the year.
- John will get the feasibility report to all new board members.
- John will talk to the 125th committee about if there is a need for a new board member to join that committee.
- Llahoma will reach out to Joel Miller to answer his questions from the public forum.

### **13. Adjournment**

The motion to adjourn was made by Janie Anderson and seconded by Tim Buhl. A vote was taken and approved unanimously. The meeting was adjourned at 7:07 PM.

