

## JTEL February Board Meeting Minutes February 3, 2025

- I. Meeting called to order at 6:31pm  
Present: ST, Sarah, Kristin, Kathy, Darwin, Devta via What'sApp
- II. Approval of agenda - approved by unanimous consent
- III. Approval of January's BOD minutes - approved by unanimous consent
- IV. President's comments  
Travel dates for ST & Sarah may be earlier than originally planned, which could affect Board decisions  
Sine Anahita has agreed to become Board President when they leave  
Until then, we'll conduct business as usual and ST will continue to apply for grants  
We still need a Treasurer or contract out for one. ST will talk with Mimi of EVFD to see if she may want to take this on.
- V. Committee & Program updates
  - A. Grants – ST. Update and Plan B if Murkowski falls through  
ST & Gary are updating the Murkowski grant for submittal mid-February  
We can try for another Rasmuson Grant for the new addition (discussed in Old Business)
  - B. Volunteers/Facilities – ST. Hours, clean-up of storage area
    - 1 Nancy will be gone as of 2/11, leaving the Tuesday shift open. Mindy and Kathy (who attend knitting) could cover on Tuesdays, but it would be nice to have a scheduled rotation of 3 people. ST to try to find another person
    - 2 Storage area clean-up: lots of stuff can be moved out of warm storage to the white building when the weather warms, to open space for the indoor accessible loo. Darwin said that he can start moving stuff out now, as long as he knows what to bring out
  - C. Marketing (website, business plan, FB, newsletter)-ST & Kathy. Website estimate:  
ST has a meeting scheduled with a web designer next week, & will share the estimate via email
  - D. Treasurer's budget & report – Sarah  
Kathy & Kristin will be added as signers on CDs
  - E. Mission/Vision/Values – Sarah  
We incorporated some of Thelma's suggestions for the mission statement, which will be added to the business plan. The final version:  
  
Our mission is to provide books, technology and resources, such as a seed library and family activities, for the betterment of the Ester community. We also collect and preserve local history, organize programs, and provide a meeting space for eclectic groups, which fosters learning, discussion, creativity, and engagement. In addition, JTEL's mission is to build a new landmark library that not only meets the highest standards of sustainability and design but also serves as a hub for creativity and connection.

- F. Policies Review – Sarah
  - The Whistleblower Policy has been updated and approved by unanimous consent
  - The Membership Policy has been scrapped and reworded into the Conduct and Responsibility Policy, also approved by unanimous consent
- G. Seed catalog on internet – Kristin – not yet
- H. GEB – Kristin – Seed variety selection and seed catalog party Wed, 2/5 at 5:30p
- I. Historical photos – Kathy & Devta – no updates
- J. Children’s Program – Kathy
  - Monday crafting session has a dedicated group of 5 kids
  - Kids book club has 9 members and meets twice each month
- K. Collections – Darwin
  - Continuing to catalog new fiction from white house storage

VI. Old Business

- A. Status of excess money in CD’s – ST
  - 1 \$10,000.00 from Passive Haus savings will be invested in a 6 month CD at 4.5% interest
  - 2 \$25,000 from regular savings will be invested in a different 6 month CD at 4.5% interest.

NOTE: after discussing the next agenda item, we decided to wait to invest the \$25,000 from regular savings until we had more concrete information on a septic system.
- B. New building vision/Plan B (Clausen expansion?)
 

Due to the current political climate, funding for the Passive Haus will be less available, so we discussed building on an addition to the Clausen Cabin, to provide much needed space. Kathy showed us a mock up of the Clausen and the addition that she had constructed out of cardboard. Everyone was awed by the diorama.

Construction could happen in three phases:

  - 1 First summer: put in new septic and indoor accessible loo
  - 2 2<sup>nd</sup> summer: sink pilings and build floor deck
  - 3 3<sup>rd</sup> summer: construct new addition

Kathy will get 3 estimates to have new septic put in at the Clausen Cabin

VI New Business

- A. April fundraiser – we’ll skip the spring fundraiser this year, as planning should start soon, and we don’t have a ring leader to get it going.
- B. Bylaws revision
  - 1. We had inadvertently used an old bylaw to vote in 2 alternates at last year’s annual meeting (Oct. 2024). Devta has already been added as a full time board member, and ST contacted Nessa (Parker) to advise her of the situation and that she is not an alternate. The newest bylaws are now on the website.
  - 2. ST had always been told that we needed 7 people to have a legal board, but while doing research for the policies, she found that the Alaska Statutes only mandate a 3-person board. ST asked the Board to consider reducing the number of board members to a

minimum of 5 and presented a proposed bylaws change. Since any changes to the bylaws must be voted on at the annual meeting, we don't need a decision yet.

VII Adjournment at 8:14p

Attachment: Treasurer's Report

	<u>Oct 1, '24 - Feb 1, 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>This Month</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Non-Cash donations</b>	0.00	0.00	0.00	0.0%	
<b>Direct Public Support</b>					
<b>GEB Donations and Sales</b>	0.00	5,800.00	-5,800.00	0.0%	
<b>Individ, Business Contributions</b>	1,495.97	2,000.00	-504.03	74.8%	116.97
<b>Li-Berry Music Festival</b>	10.00	3,500.00	-3,490.00	0.29%	
<b>SuperHeroes Fundraiser</b>	0.00	5,500.00	-5,500.00	0.0%	
<b>Direct Public Support - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Direct Public Support</b>	1,505.97	16,800.00	-15,294.03	8.96%	116.97
<b>Grants, other</b>	5,397.00	5,397.00	0.00	100.0%	
<b>Government Grants</b>	5,263.00	5,263.00	0.00	100.0%	
<b>Interest Income</b>	0.00	100.00	-100.00	0.0%	
<b>Membership Dues</b>	140.00	1,050.00	-910.00	13.33%	30.00
<b>Other Types of Income</b>					
<b>Cash Back Rewards</b>	0.00	150.00	-150.00	0.0%	
<b>Merchandise Sales</b>	15.00	0.00	15.00	100.0%	15.00
<b>Miscellaneous Revenue</b>	0.00	50.00	-50.00	0.0%	
<b>Other Types of Income - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Other Types of Income</b>	15.00	200.00	-185.00	7.5%	15.00
<b>Special Events</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Income</b>	12,320.97	28,810.00	-16,489.03	42.77%	161.97
<b>Expense</b>					
<b>Contract Services</b>					
<b>Legal Fees</b>	0.00	0.00	0.00	0.0%	
<b>Accounting Fees</b>	385.00	785.00	-400.00	49.05%	
<b>Contract Services - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Contract Services</b>	385.00	785.00	-400.00	49.05%	
<b>Facilities</b>					
<b>Clausen Renovation</b>	5,296.63	5,297.00	-0.37	99.99%	
<b>Depreciation Expense</b>	0.00	0.00	0.00	0.0%	

Maintenance	0.00	1,000.00	-1,000.00	0.0%
Passive House Construction	0.00	0.00	0.00	0.0%
Property Insurance	0.00	3,000.00	-3,000.00	0.0%
Rent	0.00	0.00	0.00	0.0%
Taxes	238.22	500.00	-261.78	47.64%
Facilities - Other	0.00	0.00	0.00	0.0%
<b>Total Facilities</b>	<b>5,534.85</b>	<b>9,797.00</b>	<b>-4,262.15</b>	<b>56.5%</b>
<b>Operations</b>				
Marketing	0.00	144.00	-144.00	0.0%
<b>Fundraising Expenses</b>				
Throwdown Cookbook Expenses	0.00	0.00	0.00	0.0%
SuperHeroes Expenses	0.00	400.00	-400.00	0.0%
Li-Berry Festival Expenses	50.00	500.00	-450.00	10.0%
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Fundraising Expenses</b>	<b>50.00</b>	<b>900.00</b>	<b>-850.00</b>	<b>5.56%</b>
<b>Programming expenses</b>				
Children's Program Expenses	0.00	200.00	-200.00	0.0%
<b>GEB Expenses</b>				
Microgrant Expenses	0.00	0.00	0.00	0.0%
GEB Expenses - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total GEB Expenses</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
Programming expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Programming expenses</b>	<b>0.00</b>	<b>1,700.00</b>	<b>-1,700.00</b>	<b>0.0%</b>
Administrative fees	224.00	450.00	-226.00	49.78%
Bank and Credit Card fees	2.34	200.00	-197.66	1.17%
State and Borough Fees	25.00	300.00	-275.00	8.33%
Books, Professional memberships	144.00	250.00	-106.00	57.6%
Office Equipment	0.00	40.00	-40.00	0.0%
Postage	0.00	100.00	-100.00	0.0%
Printing and Copying	0.00	100.00	-100.00	0.0%
<b>Supplies</b>				
Canteen Items	57.41	200.00	-142.59	28.71%
Supplies - Other	89.40	400.00	-310.60	22.35%
<b>Total Supplies</b>	<b>146.81</b>	<b>600.00</b>	<b>-453.19</b>	<b>24.47%</b>
<b>Utilities</b>				
Electricity	139.00	600.00	-461.00	23.17%
Heating Oil	60.80	2,000.00	-1,939.20	3.04%
Telephone, Telecommunications	488.67	2,200.00	-1,711.33	22.21%
Web fees	203.88	500.00	-296.12	40.78%
Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total Utilities</b>	<b>892.35</b>	<b>5,300.00</b>	<b>-4,407.65</b>	<b>16.84%</b>

40.00 AST  
Darv

Operations - Other	0.00	0.00	0.00	0.0%	
<b>Total Operations</b>	1,484.50	10,084.00	-8,599.50	14.72%	40.00
Other Types of Expenses	0.00	0.00	0.00	0.0%	
Payroll Expenses	0.00	0.00	0.00	0.0%	
Training	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	7,404.35	20,666.00	-13,261.65	35.83%	40.00
<b>Net Ordinary Income</b>	4,916.62	8,144.00	-3,227.38	60.37%	121.97
<b>Other Income/Expense</b>					
Other Income					
In Kind	0.00	0.00	0.00	0.0%	
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%	
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%	
<b>Net Income</b>	<b>4,916.62</b>	<b>8,144.00</b>	<b>-3,227.38</b>	<b>60.37%</b>	<b>121.97</b>

**Current Account balances**

Main Checking	929.93
Main Savings	63,272.85
New Building Savings	14,607.40
E-checking	2.00