

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Wednesday, November 29, 2023 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Members Present: Manion, Pautz, Van Berkel, West, Eggleston at 4:35 PM

Also Present: Nowak, Mayor Penterman

Chair Van Berkel called meeting to order at 4:04 PM

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 11, 2023
Manion made a motion to waive the reading and approve the minutes of the October 11, 2023 Administrative/Finance Sub-Committee. Seconded by Pautz. Motion carried.

3. Old Business

- a. Update on Endowment Fund
Nowak gave overview on status of CDs asked two main questions: Should she proceed with starting endowment or wait for next Director? Should we pursue an ESG portfolio? After some discussion it was determined that there is interest in meeting with Community Foundation for the Fox Valley Region and a representative from the Administrative/Finance committee to continue path forward. Nowak will continue to work towards getting the Designated Endowment Fund created and set up a meeting with the Community Foundation.
There was a question regarding if all of the necessary approvals are in place to move forward. The Sub-Committee felt that proper authority has been granted through the 1000 Islands Committee and Common Council.
Manion made a motion to proceed with the creation of a Designated Endowment Fund with the Community Foundation for the Fox Valley Region. Seconded by Pautz. Motion carried.
Nowak will check with Van Rossum on the possibility of attending the meeting with the Community Foundation. Pautz or Van Berkel can represent 1000 Islands.

4. New Business

- a. 2024 Administrative/Finance Projects
Nowak asked if there are any Administrative/Finance projects or concerns coming up in 2024 that need addressing or if the Sub-Committee needs more information.
Pautz mentioned the ability to take minutes at sub-committee meetings. Nowak mentioned that if she has enough time, the Administrative Assistant could sit in on sub-committee meetings and take minutes. Pautz asked Penterman when a decision would be

made regarding coverage in the interim. A meeting will be held between the Mayor, Human Resources Director, Finance Director and Public Works Director regarding the transition. Van Berkel inquired about the restricted fund and how the funds in and out have been accounted for and if other staff members would understand what money is available. Nowak will update the spreadsheet that tracks funds in the restricted account before leaving. All staff have access to the spreadsheet stored on the shared drive.

5. Other Sub-Committee Items

Pautz shared that she thought the Administrative/Finance Sub-Committee was in a good position moving forward.

6. Adjournment

With no further business to discuss, Pautz moved to adjourn. Seconded by Manion. Meeting adjourned at 4:38 PM

NOTICES

THIS MEETING IS ACCESSIBLE TO THE HANDICAPPED. IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

1000 Islands Environmental Center Mission Statement: To provide children, adults and families the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.