

# Alano Club Board Meeting Minutes

September 10, 2024

4:00 pm ~ HYBRID (in-person and ZOOM)

---

## Meeting call to order with attendance of Roll Call of Directors.

<input checked="" type="checkbox"/> Kevin Malone (2027) Vice Chair	<input checked="" type="checkbox"/> Luther Kurtz (2026) Chair
<input checked="" type="checkbox"/> Celia Partida-Kelly (2027) Secretary	<input type="checkbox"/> Deb Aeling (2026) Treasurer
<input checked="" type="checkbox"/> Tom Clemens (2025)	<input type="checkbox"/> Paulette Jacobus (2025) Co-Treasurer
<input checked="" type="checkbox"/> Kelly Young (2026)	<input checked="" type="checkbox"/> Randy Buttke (2025)
<input checked="" type="checkbox"/> Kendra Kozlauskosk Club Manager	

Guests: Catherine C, Mike C

Moment of Silence, followed by Serenity Prayer.

Review and Approval of Minutes from August 13th, 2024. Minutes were sent out. Approved. Minutes have already been approved via email and posted.

## **BUSINESS:**

[Zoom and Technology Report](#) ~ Technology Contractor Mike C (Record this so Deb can see it.) Posted on website. Adjusted the audio to filter out background noise.

- Quick review of recent issues and resolutions – Distributed to members. Allocate 2 hours per month at \$50/hour. If emergency occurs will charge same amount.
  - o Internet outage cable repair; Updated my ability to remote into the club more reliably; Updates to the "Start Meeting" button; Recently attended Sunday 10:30am hybrid meeting from Zoom and fine-tuned the settings to improve audio. The noise removal settings were way too aggressive. Zoomers should be able to hear voices much better, along with hearing some laughter and applause.
- Updates to the system that should be done right away – camera was freezing up. Mike can remotely fix this because it links to his phone. Updates to software. Paying for a Zoom Room (\$500/yr, \$42/m)
- This will replace the need to maintain the "Easy Button" I created without using a Zoom Room. IT management software (e.g., email alerts when a camera or mic is not working)
- Features designed for a hybrid conference meeting. Optional: Zoom Business license (+\$5/m). Improved Video Quality. (2) concurrent meetings
- Updates to improve hybrid meetings in the ways it's currently lacking. Zoom Room Controller Options: iPad used as a wireless Kiosk. \$200 iPad. \$75 stand. Proprietor Controller \$600 (one time charge). Able to access remotely when issues occur
- Camera/Mic/Speaker upgrades
  - Stick with Poly (easiest install); replace Poly Studio USB with the new V52 conference bar \$3,000. Easy install
  - Improvement in Camera, Mic, and Speaker. Add second or third camera. \$2500/each (camera, cable, mount). Much improved meeting equity
  - Zoom's new Intelligent Director software included in Zoom Rooms. Piece together a new system. JBL Commercial Speaker bar

- \$300 (speaker bar and mount). MXL AC-360-Z v2 (microphone) \$500/ea.
- I would recommend (2). (3) Aver CAM550 \$1,500/ea.
- \$400 cables, etc.
- How I will charge moving forward: \$50/hr. (2) hours monthly, non-micromanaged, to maintain a good meeting experience. Any emergencies like our recent internet outage and installations will be charged separately
- Discussion on just improving audio quality. Zoom room software. Different options outlined. Labor is not included in the estimate for parts. Request for projection of labor to estimate cost. During discussion it was noted comments were cutting out. Implement the zoom room and maintain that with updated software. Upgrading the zoom rooms will help gain an understanding of inner workings. Donors are interested in maintaining zoom room quality.

Motion: Luther K

Second: Kevin M

Passed Unanimously

### • **Zoom Bombing**

Zoom Instructions to Prevent and Mitigate Zoom Bombing: A zoom bomber is someone who joins a zoom meeting uninvited and causes trouble, such as displaying porn or saying obnoxious things. Some good ideas to prevent or mitigate the disruption of zoom bombers:

- If one or more new people sign on to the meeting and aren't introducing themselves, be ready that something might happen.
- Someone should always be in charge of the keyboard and mouse during the meeting.
- If the meeting is Zoom Bombed, mute the meeting and then remove the offenders by clicking on the three dots in the top right of their panel and clicking remove.
- New Meeting Number; any old emails and social media posts with the link (they have saved the old link) will no longer work; Will cause trouble the first week for people connecting to the meetings who aren't using the website
- If the Zoom Bomber(s) are local it will not resolve the issue. Every meeting has their own link
- Only way to isolate one meeting having issues with the rest of the group
- Will require a website that is able to handle quick edits and only showing the link to the next available meeting
- Hosts will not have the admin login and will require them using a pin to gain host privileges (should be required today)
- We will have to work out any issues with meetings still being started at the same time, closing out another. The business license will allow a little grace with two able to run concurrently
- Change the number – Board consensus for yes. Reminder to members to not shut down the computer. Mike is unable to access.

### **CLUB MANAGER REPORT ~ Kendra**

- Wojan was contacted as to the life span of heater, air conditioning, etc. Kendra left a message and they have not contacted her as of this date.
- Checking status of coffee pots.
- Purchased new thermostats and will request Wojan to install.
- Luther would like to be informed when they come to do updates. Current date set October 1, 2024.

### **FINANCIAL REPORT ~ Treasurer: Deb A**

- Charlevoix County Community Fund (CCCF) Information: The Charlevoix Alano Club Fund has a current balance of \$207,671.16 with total contributions amounting to \$137,576.00 and total grants of \$30,000.00.
- Charlevoix State Bank Information: The August transactions have been reconciled. The current balance is \$11,279.88 Monthly budget vs actuals: I have revised this report to give us a more accurate account of our current situation. I have taken the budget item of \$4667 from CCCF out of this statement only. I have also removed unrealized gains from the revenue. Those are accounted for in the Fund Balance. Since we cut \$18,000 out of our expenses by using volunteers for Scott

and Richard, and we received over \$3000 in Memorial Contributions our shortfall is currently - \$350.

- Total revenue for January to August 2024 was \$17,300, with budgeted revenue at \$15,373, resulting in a positive variance of \$1,926.
- Total Expenditures decreased from the budgeted \$19,454 to an actual of \$17,650, resulting in a positive variance of \$1,804.
- The Net Operating Revenue improved from a negative \$350 (actual) to a positive \$3,730 (\$1926 + \$1804) over budget.

Discussion as to what meeting the money comes from and how it is tracked.

## **OLD BUSINESS/UPDATES:**

- Groundskeeping/Landscaping update/discussion: Presented by Catherine C. Did not realize that Alano Club would be charged \$250 for checking property to do a bid for landscaping, pruning, clean up starting this fall and all of next year. No mowing would decrease bid to \$6,000/year. Fall and Spring clean up needed. Bid can be reduced down to save money. Discussion on costs and needs. Luther will check with others. Explore possible funding. Trees are separate cost from landscaping. Catherine will find another business to provide a second bid. Tabled until next meeting.
  - Proposal by North By Nature Landscapes, Petoskey. Design and Consulting Develop work plan and estimates for clean-ups and garden maintenance.
    - Crew Leader Fall Clean-Up: Cut back perennials, weed beds, leaf removal, deadhead and clean up hydrangeas. Debris will be deposited to curbside for pick-up by the City of Charlevoix.
    - Crew Leader Develop Pruning Plan for shrubs - Late Winter/Early Spring Pruning: Prune shrubs as outlined by Pruning Plan.
    - Crew Leader Spring Clean-Up: Leaf removal, weed beds, edge beds and walkways. Transplant roses and remove ornamental grass. Fertilize perennials, shrubs, and hemlock tree. Apply mulch to 2" depth. Debris disposed of curbside for city pick-up.
    - Crew Work Spring Clean-Up: Mulch - Shredded Hardwood Mulch - Double Shredded Hardwood Plant Tone Fertilizer Plant Tone Fertilizer; Holly Tone Fertilizer. This includes 20# Evergreen Tone for the Hemlock tree. Topsoil - bag Topsoil by the bag; for filling holes left by transplanting roses and removing ornamental grass.
    - Crew Leader Garden Maintenance and Mowing for 2025 Season: Up to 4 Crew Leader hours per visit to mow turf panels, weed beds, deadhead and stake perennials, and prune shrubs as necessary. Begins mid-May and runs through mid-September. Estimating roughly 15 visits over 5 months at 10-day intervals.
    - Crew Work Garden Maintenance and Mowing
    - Crew Leader Fall Clean-up: Cut back perennials, weed beds, leaf removal, deadhead and clean up hydrangeas. Dispose of debris curbside for city pick-up.
    - Crew Work Fall Clean-up Estimated labor and material costs are subject to change upon approval by the Customer. Service dates are approximate and shall be expected to change.
- SUBTOTAL \$12,651.05    TAX \$27.71    TOTAL \$12,678.76
- The new neighbors on the South side of us would like to maintain that side of the building with flowers, etc. Alano Club – we only seem to own a foot of it so Luther would like to tell them they can maintain our one foot also.
  - Our other neighbor doesn't like our trash can on his property. Request to move. Trash can will be brought around to the Serenity Garden unless someone has a better idea. Somehow it got filled with water and has a rancid smell. Discussion about purchasing trash bags.
  - Philip has volunteered to take out wasp nest and put a safe strip on the roof to take care of the moss on the roof. Club will reimburse expenses. Philip put 15 hours into working on identified areas at \$35/hour for a total of \$575.00
  - Maintenance with Wojan – will come in for upkeep in the Fall. October 1.

- Financial will not be posted on website. If member makes request will provide information.

Guest Comments: None

Next Meeting: **Tuesday, October 8<sup>th</sup> @ 4 pm**

Adjournment: 5:12pm

Motion to adjourn: Luther

Second: Kevin

Respectfully submitted: Celia Partida Kelly

**Our Mission:**

*To provide an alcohol and drug-free environment for recovery programs*