

Executive Committee Meeting Minutes – 1/12/2023 Lumberjack Administrative Office – 10:00 AM

Attendance: Bob Mott, Larry Sommer, Bob Hermes, Claudia Baker, Wayne Plant  
Staff: Tracy Beckman, Coleman Kaiser

Plant called the meeting to order at 10:03am and Sommer/Hermes moved to approve agenda as presented. Carried.

FIA Items:

- a) Motion by Mott/Hermes to accept both the 2023 Bayfield and 2023 Iron County contracts as presented. Motion Carried.
- b) Members reviewed employee salary recommendations by Kaiser. Motion by Baker/Sommer to approve Kaiser's recommendation for E.L. from GS7, Step 1 to GS 7, Step 3 effective retroactive to employee anniversary on 11/15/2022. Motion Carried.
- c) With another full-time employee, one of the crew is always using their own vehicle. Kaiser explained the research he's done on purchasing a new vehicle. He also explained the planned vehicle rotation calls for Pat's to be replaced by year end. Motion by Mott/Baker to purchase the Toyota truck in stock and then begin researching the best replacement deal for Pat's truck. Motion Carried. Noted that at that time, the committee will also discuss which vehicle might be best to keep at the Lumberjack office for use by non-FIA staff.
- d) Kaiser gave a general program update describing the agreements we've made other than normal FIA/CFI contract work, such as the new Good Neighbor Authority Plots, an addition of 45 county plots, the work for REYCO, etc. He also explained five of the crew members will be traveling to St. Louis in March to earn program certifications.

The Executive Committee discussed Lumberjack's role as a fiscal sponsor as it relates to the roles of our fiscally sponsored groups' steering committees. Beckman was directed to provide a list of benefits enjoyed by each group because of this unique relationship.

Beckman explained she was contacted by an environmental consultant asking if we would consider administering a grant program for Enbridge. The committee tabled further discussion until there is a contract or at least written details of what the agreement would look like. Plant will call a special meeting of the Executive Committee when more information is available.

Members reviewed the 2023 proposed budget to be presented to the Council for approval at their meeting on 1/19. Administrative fees were discussed, and Beckman explained admin costs are 20% or more and the industry is 23% or averages between 20% and 25% ~ [How Much Should You Spend on Nonprofit Administration? \(getfullyfunded.com\)](http://How%20Much%20Should%20You%20Spend%20on%20Nonprofit%20Administration%3F%20%28getfullyfunded.com%29) Beckman explained Lumberjack charges the FIA contract 10% and a standard 15% to all other grants unless there are circumstances that warrant a different amount or there is a NICRA (Negotiated Indirect Cost Reduction Agreement) with the USFS. It was decided that Lumberjack increase the administrative fee on grants, contracts and agreements going forward one or two percentage points. On the proposed budget, she will also list a separate line item for FIA admin amount and all other admin.

The Committee reviewed the council meeting agenda and the slate of 2023 project applicants. Beckman was directed to better define what is included in the Project Fund Account that was approved at the last council meeting.

Regarding investments, Plant has learned there may be an increase in interest rates just after February 1<sup>st</sup> and both annuities mature on 2/8/2023. Plant directed Beckman to transfer them to savings and we'll look at the rates again in late Feb or early March.

Mott/Sommer moved to adjourn at 12:37pm.

Submitted by Tracy Beckman for Secretary Claudia Baker 1/12/2023