

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
1000 Beaulieu Court, Kaukauna



Thursday, August 17, 2023 at 5:30 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Eggleston, Gertz, Manion, Pautz, Van Berkel

Also Present: Nowak

VanBerkel called the meeting to order at 5:33 PM

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of July 20, 2023  
Gertz made a motion to waive the reading and approve the July 20, 2023 Administrative/Finance Sub-Committee minutes. Seconded by Manion. Motion carried.

#### 3. Old Business

- a. Update on the Creation of a 1000 Islands Foundation  
Van Berkel updated the group on information from City Attorney Davidson. The City Attorney supports transferring the endowment fund to the Community Foundation with special care on the wording of the 1000 Islands policy to agree with the Community Foundation's policy. He believes the intent of both management styles holds true with how the money was donated.  
Nowak shared information on the two resolutions suggested by Attorney Davidson to go before Council.  
The next step is to gain Environmental Center Committee approval to draft resolutions that will need to go before Common Council for adoption. The goal will be to have the Designated Fund established by January 1, 2024. Nowak will contact Attorney Davidson on drafting the necessary resolutions.  
Van Berkel made a motion to recommend the 1000 Islands Committee to pursue the creation of a designated fund within the Community Foundation for the Fox Valley Region with the support of Common Council. Seconded by Pautz. Motion carried.

#### 4. New Business

- a. 2024 1000 Islands Non-Personnel Budget  
Nowak shared a draft of the 2024 non-personnel budget. Several line items were discussed. Nowak will adjust the budgeted amounts in a few of the different line items as a result of the discussion.  
There was discussion on the revenue side of the budget with the group agreeing to contribute \$7500 in interest income for 2024. The need for additional full-time staff was

also discussed. The sub-committee agreed to have Nowak request a full-time Naturalist position during the budget cycle with ample documentation on the opportunities that the position would create.

5. Other Sub-Committee Items

6. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Gertz. Meeting adjourned at 6:30 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.