



In-Person

1. Call to Order
2. Roll Call - Verification of a quorum
3. Public Appearances
4. Reading and Approval Minutes
 - a. [1000 Islands Environmental Center Committee Minutes of May 16, 2024](#)
5. Financial Report
 - a. [May Financial Report](#)
6. Correspondence
 - a. [May Donation Report](#)
 - b. Donation Thank You Card from Pennie Thiele
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [May Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - b. Education Committee Report
 - i. [Receive and Place on File Minutes of May 13, 2024, Education Sub-Committee](#)
 - c. Building & Grounds Committee Reports
10. Old Business
 - a. Goat Program
11. New Business
 - a. Director Role & Staffing Update
 - b. Website Plan
12. Good of the Center
 - a. Kaukauna Girl Scout Bags to Benches Program concluded on June 10, 2024
13. Next Meeting - Thursday, July 18, 2024
14. Adjournment

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.



Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, May 16, 2024

Members Present Breitzman, Eggleston, Hietpas, Pautz, VanBerkel, White

Not Present Jakel, Manion, West

Also Present Nathaniel Blood and Kevin Hietpas

Pautz called the May Committee Meeting to order at 6:32 PM. A quorum was present.

Public Appearances Kevin Hietpas was present but just wanted to observe.

April 18, 2024, Committee Meeting Minutes

Eggleston made a motion to approve the April 18, 2024, Committee Meeting minutes with corrections to list White as absent, remove Eggleston as moving to adjourn the meeting, replacing her with Manion moving to adjourn. Seconded by Breitzman. Motion carried.

Financial Reports

The April Financial Report was reviewed by the Committee. VanBerkel requested to include a report on the Endowment on future financial reports, dependent on the release of quarterly statements. Pautz questioned when the KASD financial aid would be released to the Center. Blood responded that typically that aid comes in October. Pautz questioned what determines when rentals are taxable or not, and where those funds go. VanBerkel made a motion to approve the April Financial Report. Seconded by Hietpas. Motion carried.

Correspondence

Blood asked to amend the Correspondence to strike that value of \$1,765.30, as it was an error. Eggleston moved to approve the Correspondence Report with the corrections suggested by Blood. Seconded by White. Motion carried.

Friends of 1000 Islands Report

Hietpas spoke on the current preparations for the 2024 Art Fair. The committee celebrated the fact that 32 raffle baskets were put together based on donations from area businesses. Hietpas also discussed the coordination of volunteers for the event. Hietpas also explained that the Friends group investigated having a third party serve alcohol at the event, but not having time to figure out the logistics for this year but it was a possibility for next year.

Naturalist's Report

Blood explained how Jabber now has his own revenue and expense accounts to track medical expenses. Staff are also exploring a donation menu for memorials. Garrity has been pursuing quotes for siding and removing invasive species. Hintz inquired about how treatment proceeds after species are removed. Blood will follow up with Garrity. Recently developed programs included a solar eclipse event and career day at Sunrise Elementary. Blood also reached out to UW- Green Bay's Lower Fox River Watershed Monitoring Program to monitor sites along Konkapot Creek. Hintz expressed interest in seeing how data might change after the restoration and improvements made in the creek in 2017 – 2019.

1st Quarter Usage Report

Pautz recommend a more effective way to track attendance at events.

Admin and Finance Sub-Committee

No meeting, but members of the committee did discuss the need to revisit the by-laws in the near future.

Education Sub-Committee

No report.

Building and Grounds Sub-Committee

No report. The Committee recommended scheduling a meeting.

Old Business

Corrections to the By-laws were reviewed. Pautz requested a new front page for her binder.

The Member List was reviewed. Eggleston requested a double-check of her email to make sure it is correct, and an update to her term.

New Business

An event celebrating the goat project with the Council is scheduled for June 18th, 2024.

Good of the Center

Maddie West, the Center's Naturalist Intern, will be starting June 3rd, 2024.

Next Committee Meeting

The next Committee Meeting will be on June 20, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, White moved to adjourn the May 16, 2024, Committee Meeting at 7:33 PM. Seconded by Breitzman. Motion carried.

Nathaniel Blood, Naturalist

City of Kaukauna 1000 Islands Environmental Center Budget vs. Actual From January to May 2024

Financial Row	May Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School Dist Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	(\$5.42)	\$165.71	\$1,500.00	(\$1,334.29)	11.05%
4695 - Facilities/Building Rental (Non-Taxable)	\$525.00	\$1,275.00	\$500.00	\$775.00	255.00%
4696 - Programing Fees	\$1,826.00	\$3,733.00	\$7,000.00	(\$3,267.00)	53.33%
4716 - Gift Shop Sales	\$383.47	\$1,843.18	\$6,000.00	(\$4,156.82)	30.72%
4802 - Donations & Contributions	\$920.00	\$3,857.94	\$15,000.00	(\$11,142.06)	25.72%
4810 - Interest Income	\$526.92	\$3,680.04	\$7,500.00	(\$3,819.96)	49.07%
4910 - Env Center Restricted Donate	\$0.00	\$1,611.01	\$0.00	\$1,611.01	0.00%
4912 - Animal Care - Jabber	\$0.00	\$57.00	\$0.00	\$57.00	0.00%
4914 - Education	\$0.00	\$100.00	\$0.00	\$100.00	0.00%
Total - Income	\$4,175.97	\$26,322.88	\$62,500.00	(\$36,177.12)	42.12%
Expense					
5101 - Regular Payroll	\$11,970.67	\$55,146.99	\$175,587.00	(\$120,440.01)	31.41%
5104 - Temporary Payroll	\$0.00	\$0.00	\$6,425.00	(\$6,425.00)	0.00%
5107 - Overtime Pay	\$0.00	\$593.83	\$0.00	\$593.83	0.00%
5119 - Longevity Pay	\$0.00	\$0.00	\$460.00	(\$460.00)	0.00%
5151 - Retirement Plan	\$527.88	\$2,204.79	\$8,162.00	(\$5,957.21)	27.01%
5152 - Residency	\$0.00	\$769.51	\$8,816.00	(\$8,046.49)	8.73%
5154 - Social Security	\$564.47	\$2,741.49	\$9,973.00	(\$7,231.51)	27.49%
5157 - Group Health Insurance	\$1,987.22	\$7,182.05	\$26,573.00	(\$19,390.95)	27.03%
5160 - Group Life Insurance	\$6.82	\$37.30	\$297.00	(\$259.70)	12.56%
5163 - Workers Compensation	\$256.36	\$1,235.02	\$4,213.00	(\$2,977.98)	29.31%
5205 - Seminar Expenses	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
5211 - Education & Memberships	\$0.00	\$175.00	\$500.00	(\$325.00)	35.00%
5260 - Animal & Bird Care	\$210.70	\$574.44	\$2,000.00	(\$1,425.56)	28.72%
5264 - Programs	\$35.57	\$191.88	\$6,800.00	(\$6,608.12)	2.82%
5276 - Conservancy Zone Maint	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
5303 - Communications	\$50.00	\$275.00	\$900.00	(\$625.00)	30.56%
5306 - Heating Fuels	\$134.10	\$923.96	\$3,000.00	(\$2,076.04)	30.80%
5309 - Water Sewer & Electric	\$641.65	\$3,111.29	\$10,000.00	(\$6,888.71)	31.11%
5312 - Maintenance - Buildings	\$819.00	\$5,042.14	\$20,000.00	(\$14,957.86)	25.21%
5315 - Maintenance - Office Equipment	\$118.21	\$619.21	\$1,500.00	(\$880.79)	41.28%
5318 - Maintenance - Automotive	\$0.00	\$34.30	\$500.00	(\$465.70)	6.86%
5325 - Contractual Services	\$105.66	\$2,316.78	\$23,400.00	(\$21,083.22)	9.90%
5334 - Printing Expense	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$29.63	\$290.72	\$600.00	(\$309.28)	48.45%
5404 - Clothing Expense	\$477.75	\$477.75	\$700.00	(\$222.25)	68.25%
5407 - Automotive Supplies	\$34.43	\$34.43	\$300.00	(\$265.57)	11.48%
5410 - General Supplies	\$26.86	\$592.73	\$1,500.00	(\$907.27)	39.52%
5416 - Custodial Supplies	\$36.17	\$412.13	\$1,000.00	(\$587.87)	41.21%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$164.77	\$563.64	\$3,700.00	(\$3,136.36)	15.23%
5499 - Miscellaneous	\$29.91	\$130.73	\$1,500.00	(\$1,369.27)	8.72%
5804 - Equipment (including Office)	\$0.00	\$0.00	\$2,300.00	(\$2,300.00)	0.00%
5897 - Restricted Funds - Jabber	\$79.43	\$912.38	\$0.00	\$912.38	0.00%
5898 - Restricted Funds	\$0.00	\$358.70	\$0.00	\$358.70	0.00%
Total - Expense	\$18,307.26	\$86,948.19	\$325,706.00	(\$238,757.81)	26.70%
Net Income	(\$14,131.29)	(\$60,625.31)	(\$263,206.00)	\$202,560.69	23.03%

Lines bolded in red are 201 accounts

1000 Islands Donation Report

Donations Received: May 1, 2024 - May 31, 2024

Date	Name	Memo	Amount
5/2/2024	Eagle Scout Project sales	raised garden bed kit	\$ 100.00
5/2/2024	General donations	donation collection bins	\$ 165.00
5/3/2024	River Valley Outdoorsmen	donation in lieu of building rental fees	\$ 350.00
5/7/2024	Pauline Krueger	retirement distribution gift	\$ 200.00
5/22/2024	General donations	donation collection bins	\$ 95.00
5/22/2024	Tony St. John	(2) hummingbird feeders and booklet	N/A
5/23/2024	Mature CD to Endowment	Transfer CD # 412180404 to Community Foundation Endowment Fund	\$ 43,656.53
5/23/2024	Mike Bye	(8) rods and reels; (2) youth life jackets	N/A
5/30/2024	General donations	donation collection bins	\$ 10.00
5/31/2024	Colleen McMahan	(2) squirrel houses	N/A
		TOTAL:	\$ 44,576.53

May 2024 Naturalist's Report

Admin/Finance

- We have an upcoming meeting with the Community Foundation on June 25th to better understand the structure and operation of the endowment fund.
- We have transitioned to using NetSuite to generate invoices for education programs, which allows us to accept payment directly to an invoice in a way that is documented with the rest of the center's accounting.

Building/Grounds

- Thankfully 1000 Islands did not sustain too much damage from May's storms. A long piece of flashing was torn off of the west side of the building, and some branches and trees were down in the yard. A handful of trees have since fallen down on the trails as well, but everything has been cleaned up.
- Many volunteers have come out to help manage invasive species, from cutting buckthorn to pulling garlic mustard.

Education

- May was a busy month for field trips, with 1021 students attending from schools across northeast Wisconsin.
- I am in the process of revising our field trip offerings for spring of 2025. Currently many of our programs go unused, and there is a lack of consistency in program length, setting, and quality which can make scheduling complicated. My goal is to provide a smaller offering of high-quality, diverse programming that reflects what schools have been requesting, with the hope of providing a rough draft for the July committee meeting.

1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Monday, May 13th, 2024, at 12:45pm

MINUTES

In-Person

1. Call to Order

Members Present: Breitzman, Jakel, White

Also Present: Blood

White called to the meeting to order at 12:46pm

2. Reading and Approval Minutes

a. 1000 Islands Education Sub-Committee Minutes of March 12th, 2024

Jakel made a motion to approve the minutes. Seconded by Breitzman. Motion carried.

3. Summary of meetings with KASD

Blood summarized his meeting with Mike Slowinski and a short presentation to a curriculum group with KASD. All parties were interested in developing stronger relationships between 1000 Islands and KASD through more aligned field trips, support for bussing costs, etc.

4. Review of field trip offerings

Blood discussed his intent to start reviewing and revising the field trip offerings provided by 1000 Islands. Currently there are 29 offerings of different durations and quality. Many of these are rarely if ever used. Blood discussed how providing a smaller selection of more regulated, high quality offerings would improve our programs and facilitate better scheduling.

5. End of summer Jabber event

The sub-committee discussed organizing an end-of-summer event to fundraise for Jabber. The group discussed holding the event on a Friday morning and including lemonade, ice cream, activities for kids, and photo opportunities. The group will meet later in the summer to develop a more concrete plan.

9. Adjourn

With no further business to discuss, White made a motion to adjourn. Seconded by Breitzman. Meeting adjourned at 1:32pm.