



1000 Islands Environmental Center Committee

City of Kaukauna

Nature Center Building

1000 Beaulieu Ct, Kaukauna

Thursday, September 17, 2026, at 6:30 PM

AGENDA

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 August 20, 2026](#)
5. Financial Report
 - a. [August Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [August Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [August Endowment Statement](#)
 - ii. Committee Member Reappointments
 - b. Education Committee Report
 - i. Eagle Cam Project Update
 - c. Building & Grounds Committee Reports
 - i. [Entryway Project Timeline](#)
 - ii. Property Walk - Thursday, October 8, 2026 at 4:00pm
Kayak Trail and Hoersch Trail - OC Project
10. Old Business
11. New Business
 - a. [1000 Islands Committee Bylaws Updates](#)

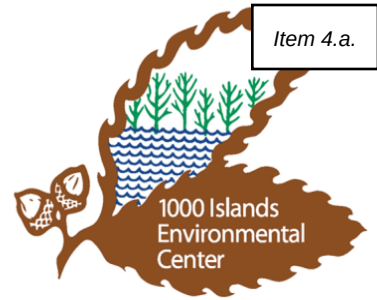
12. Good of the Center
 - a. Legacy Wall Update
13. Next Meeting - Thursday, October 15, 2026
14. Adjournment

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.

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.





1000 ISLANDS ENVIRONMENTAL CENTER

1000 ISLANDS COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, August 20, 2026, at 6:30 PM

MINUTES

Members Present White, Eggleston, Timmons, West, Manion, Zornow, and VanBerkel

Not Present Hietpas and Breitzman

Also Present Brad Garrity, Cassandra Kohls, and Terri Vosters

Timmons called the meeting to order at 6:31 PM. A quorum was present.

Public Appearances - None

VanBerkel moved to take Good of the Center action items out of order. White seconded; motion carried.

Karl Zornow was introduced and welcomed by the Committee. He will serve the remainder of Jakel's term through October 15, 2028.

The 2026-2027 Committee Member Listing was reviewed. Eggleston noted her term end date should be corrected from May 1, 2026, to May 1, 2028.

July 16, 2026, Committee Meeting Minutes

Manion moved to approve the minutes, seconded by Eggleston. Motion carried.

July Financial Report

The Committee reviewed the July Financial Report. VanBerkel inquired about a \$10,000 unrestricted donation from an anonymous fund within the Community Foundation for the Fox Valley Region; Vosters explained she had requested the donation, which was approved. White moved to accept the report; Zornow seconded. Motion carried.

VanBerkel commended staff on programming revenue growth. Garrity attributed the increase to expanding the Assistant Naturalist position from part-time to full-time.

VanBerkel requested that the \$1,000 Eagle Cam donation from Fox Family Endurance Events Inc. be reclassified from Account 4802 (Donations and Contributions) to Account 4910 (Environmental Center Restricted Donation).

Correspondence

The Committee reviewed the grant award letter from the Community Foundation for the Fox Valley Region. Garrity reported that grant funds will be used to install stairway railings to the Upper Woods, with any remaining funds applied toward construction of switchback in the Upper Woods.

VanBerkel raised concerns about fencing along the eroded shoreline. Garrity noted the affected trail segment will be rerouted to higher ground and reinforced with split-rail fencing. Eggleston moved to accept the correspondence and place it on file; West seconded. Motion carried.

Friends of 1000 Islands Report – No report

July Naturalist Report

Garrity presented the Naturalist Report. White motioned to approve; seconded by Manion. Motion Carried.

Sub-Committee Meetings

Admin-Finance Sub-Committee

Garrity asked the Committee to consider whether subcommittees should be retained or dissolved. In response to a question from VanBerkel, Vosters clarified that staff develop policies, the Committee provides recommendations, and Council approves changes. Vosters and Garrity are reviewing the bylaws for needed revisions and to formalize existing policies, while keeping them consistent with City policies.

Eggleston said the Committee remains an important advisory body to City Council, but she did not see a need for standing sub-committees. Garrity agreed that the partnership between the City and 1000 Islands has been mutually beneficial and suggested project-specific committees could be created when needed.

Manion and VanBerkel highlighted the value of the Building and Grounds sub-committee in providing focused project oversight. Both supported using ad hoc committees for specific projects, with those committees dissolving once their work is complete.

West emphasized that the Nature Center was established through the support of Outagamie County and the Kaukauna School District and that the Committee should continue to uphold the interests of those founding partners. Eggleston added that the bylaws should evolve to remain relevant and encourage participation and noted Vosters' role to ensure the Committee remains included in City discussions.

White noted that the Education sub-committee already relies on ad hoc teams, citing the Goat Team and Eagle Cam Team as examples, and expressed support for forming groups only when needed.

Van Berkel asked Vosters to rewrite Article 6 of the Committee's bylaws to replace sub-committees with an ad hoc structure and bring the revised language back for review at the next meeting.

The Committee reviewed the endowment statements. Kohls noted the reports were generated through the Community Foundation portal. Van Berkel stated the 2026 endowment distribution is expected in the first quarter of 2027. Garrity explained that donation funds help offset operational expenses and that the Committee will discuss allocation of any year-end surplus donation revenue.

Education Sub-Committee – No meeting

Building and Grounds Sub-Committee – No meeting

Old Business – None

New Business

The Committee reviewed the preliminary 2027 budget and Capital Improvement Program (CIP). Garrity outlined plans to utilize the remaining 2026 budget before year-end.

For the 2027 budget, Garrity noted a decrease in animal care expenses due to the loss of Jabber and reduced food costs. Proposed increases include contractual services to account for a projected 3-5% increase in custodial costs. Garrity noted that quotes were obtained but the current vendor remains the most cost-effective option.

The Committee reviewed the CIP and agreed to reprioritize projects, moving restroom toilet replacements and lighting upgrades ahead of window replacement. Garrity noted that the toilets frequently run, wasting water, and are becoming more difficult to repair due to limited parts availability. Vosters will obtain replacement quotes. Committee members supported prioritizing restroom and lighting improvements over window replacement.

Garrity reported that aging ballasts and flickering lights support moving forward with a lighting upgrade. The Committee also discussed adding roof replacement to the CIP within the next four years and a potential \$10,000 playground enhancement project. Eggleston suggested exploring whether equipment from the River View playground could be repurposed, though Garrity noted the intent is not to create a full-scale playground at 1000 Islands.

Eggleston asked about the front entry project. Garrity stated the project will begin at the end of September and is set to be completed by the end of October.

Zornow motioned to approve the preliminary 2027 budget; seconded by Manion. Motion Carried.

Committee Size Discussion

Garrity reviewed Ordinance 1.44 - 1000 Islands Environmental Center Committee, which currently requires (11) committee members: (8) citizen members, (1) School Board representative, (1) Friends of 1000 Islands member, and (1) Council representative. Garrity recommended reducing the Committee to (9) members, including (6) citizen members with staggered terms. Manion moved to approve the change; Van Berkel seconded. Motion carried.

Vosters will work with the City Attorney to draft the change to Ordinance 1.44.

Good for the Center - None**Next Committee Meeting**

The next Committee Meeting will be on Thursday, September 17, 2026, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, VanBerkel moved to adjourn the August 20, 2026, Committee Meeting at 8:02 PM. Seconded by Eggleston. Motion carried.

Cassandra Kohls

City of Kaukauna
1000 Islands Environmental Center
Budget vs. Actual
January 2026 to August 2026

Account	August Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School Dist Aids		\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids		\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$75.00	\$406.08	\$1,500.00	(\$1,093.92)	27.07%
4695 - Facilities/Building Rental (Non-Taxable)		(\$75.00)	\$500.00	(\$575.00)	-15.00%
4696 - Programing Fees	\$788.00	\$10,297.60	\$9,000.00	\$1,297.60	114.42%
4716 - Gift Shop Sales	\$284.49	\$3,521.67	\$5,000.00	(\$1,478.33)	70.43%
4802 - Donations & Contributions	(\$769.00)	\$38,413.90	\$40,000.00	(\$1,586.10)	96.03%
4810 - Interest Income		\$5,449.64	\$7,500.00	(\$2,050.36)	72.66%
4910 - Env Center Restricted Donate	\$1,300.80	\$3,404.79	\$0.00	\$3,404.79	0.00%
4911 - Fundraising Sales		\$5,935.16	\$0.00	\$5,935.16	0.00%
Total - Income	\$1,679.29	\$77,353.84	\$88,500.00	(\$11,146.16)	87.41%
Expense					
5101 - Regular Payroll	\$14,789.06	\$122,173.26	\$193,774.22	(\$71,600.96)	63.05%
5104 - Temporary Payroll	\$2,333.25	\$7,509.75	\$6,849.96	\$659.79	109.63%
5151 - Retirement Plan	\$919.69	\$7,523.09	\$11,907.69	(\$4,384.60)	63.18%
5154 - Social Security	\$997.95	\$8,030.97	\$13,162.97	(\$5,132.00)	61.01%
5157 - Group Health Insurance	\$3,351.48	\$28,011.84	\$41,417.64	(\$13,405.80)	67.63%
5160 - Group Life Insurance	\$15.94	\$107.60	\$159.00	(\$51.40)	67.67%
5163 - Workers Compensation	\$352.39	\$2,693.92	\$4,037.60	(\$1,343.68)	66.72%
5205 - Seminar Expenses		\$483.77	\$1,500.00	(\$1,016.23)	32.25%
5211 - Education & Memberships		\$175.00	\$500.00	(\$325.00)	35.00%
5260 - Animal & Bird Care	\$33.60	\$543.43	\$2,000.00	(\$1,456.57)	27.17%
5264 - Programs	\$340.23	\$1,247.20	\$3,000.00	(\$1,752.80)	41.57%
5276 - Conservancy Zone Maint	\$26.98	\$890.15	\$2,500.00	(\$1,609.85)	35.61%
5303 - Communications	\$50.00	\$400.00	\$600.00	(\$200.00)	66.67%
5306 - Heating Fuels		\$1,464.45	\$3,000.00	(\$1,535.55)	48.82%
5309 - Water Sewer & Electric	\$863.55	\$6,465.64	\$10,000.00	(\$3,534.36)	64.66%
5312 - Maintenance - Buildings	\$1,526.29	\$3,222.62	\$4,500.00	(\$1,277.38)	71.61%
5315 - Maintenance - Office Equipment	\$135.54	\$1,090.67	\$1,500.00	(\$409.33)	72.71%
5318 - Maintenance - Automotive		\$52.17	\$500.00	(\$447.83)	10.43%
5325 - Contractual Services	\$881.95	\$7,931.44	\$12,000.00	(\$4,068.56)	66.10%
5334 - Printing Expense		\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$47.48	\$384.03	\$600.00	(\$215.97)	64.01%
5404 - Clothing Expense		\$170.95	\$700.00	(\$529.05)	24.42%
5407 - Automotive Supplies		\$190.43	\$300.00	(\$109.57)	63.48%
5410 - General Supplies	\$174.34	\$776.58	\$1,000.00	(\$223.42)	77.66%
5416 - Custodial Supplies	\$13.70	\$1,105.81	\$1,800.00	(\$694.19)	61.43%
5431 - Postage		\$21.75	\$100.00	(\$78.25)	21.75%
5440 - Concession Product	\$307.56	\$2,026.37	\$3,000.00	(\$973.63)	67.55%
5499 - Miscellaneous	\$8.50	\$164.03	\$1,500.00	(\$1,335.97)	10.94%
5801 - Land & Buildings		\$6,361.00	\$0.00	\$6,361.00	0.00%
5804 - Equipment (including Office)		\$0.00	\$1,500.00	(\$1,500.00)	0.00%
5897 - Restricted Funds - Animal Care/Jabber		\$400.00	\$0.00	\$400.00	0.00%
5898 - Restricted Funds	\$1,991.60	\$7,804.42	\$9,000.00	(\$1,195.58)	86.72%
Total - Expense	\$29,161.08	\$219,422.34	\$332,809.08	(\$113,386.74)	65.93%
Net Income	(\$27,481.79)	(\$142,068.50)	(\$244,309.08)	\$102,240.58	58.15%

Lines bolded in red are 201 accounts

422 - Park & Pool Capital

1000 Islands Donation Report

Donations Posted: August 2026

Account: 201-48501-4802

Date	Name	Memo	Amount
8/15/2026	1000 Islands Endowment Fund	Susan Kiernan - Memorial Donation for Timothy Drechsler	(\$25.00)
8/19/2026	1000 Islands Endowment Fund	Mark Hilgendorf - Memorial Donation for Timothy Drechsler	(\$50.00)
8/20/2026	General Donations	Collection Bin	\$71.00
8/20/2026	Joe Mereness, Barb VandenHeuvel Mereness, Merri Bowser Mereness	Memorial Donation for Timothy Drechsler	\$150.00
8/20/2026	1000 Islands Endowment Fund	Colleen & Randall Haak - Memorial Donation for Tim Drechsler	(\$100.00)
8/20/2026	1000 Islands Endowment Fund	Mereness Family - Memorial Donation for Timothy Drechsler	(\$150.00)
8/22/2026	1000 Islands Endowment Fund	Patricia Pomerence - Memorial Donation for Tim Drechsler	(\$100.00)
8/24/2026	Fox Family Endurance Events Inc/Jessica Decet	1000 Island Eagle Cam	(\$1,000.00)
8/25/2026	1000 Islands Endowment Fund	Memorial Donation for Donald N. Promer	\$100.00
8/25/2026	1000 Islands Endowment Fund	Memorial Donation for Donald N. Promer	(\$100.00)
8/26/2026	Colleen & Randall Haak	Memorial Donation for Timothy Drechsler	\$100.00
8/26/2026	Carol Bachhuber	Memorial for Timothy Drechsler	\$100.00
8/26/2026	Glenn and Joyce Hansen	Memorial for Tim Drechsler	\$20.00
8/26/2026	1000 Islands Endowment Fund	Carol Bachhuber - Memorial Donation for Tim Drechsler	(\$100.00)
8/28/2026	1000 Islands Endowment Fund	Jone Kiefer - Memorial Donation for Tim Drechsler	(\$100.00)
8/31/2026	Credit Card Memorial Donations (8/1/26-8/31/26)	Kiefer, Pomerence, Hilgendorf, Kiernan, Atalla-Hill, and Woodman	\$415.00
		TOTAL:	\$ (769.00)

Account: 201-48501-4910 - Env Center Restricted Donate

Date	Name	Memo	Amount
8/24/2026	Journal Entry - Fox Family Endurance Events/Jessica Decet	1000 Islands Eagle Camera	\$ 1,000.00
8/31/2026	Journal Entry - Interest on 1000 Islands Restricted Cash		\$ 300.80
		TOTAL:	\$ 1,300.80

Account: 201-48501-4911 - Fundraising Sales

Date	Name	Memo	Amount
		TOTAL:	\$ -

Account: 201-48501-4912 - Jabber

Date	Name	Memo	Amount
		TOTAL:	\$ -

Account: 201-48501-4913 - Memorial Purchases

Date	Name	Memo	Amount
		TOTAL:	\$ -

Other Donations Received

Date	Name	Memo	Amount
8/7/2026	Kaukauna Utilities	Hydroelectric Display Repairs	
		TOTAL:	\$ -

1000 Islands Environmental Center

August 2026 Naturalist Report

Brad Garrity – Naturalist, 1000 Islands

Admin/Finance

Site Manager Gonnering and Asst. Naturalist Benson had work anniversaries in August, and both have been with 1000 Islands for two years.

Naturalist Garrity and Community Enrichment Director Vosters worked on preparing the 2027 operating budget and realigning the CIP forecast and presented both to the Committee in anticipation of the September deadline.

Friends of 1000 Islands did not meet this month.

Naturalist Intern Chevalier's last day at 1000 Islands was August 22nd. Staff had a lunch celebration from Noodles and Co. as a send off in appreciation of her hard work this summer. Among her accomplishments were a redesign of the 1000 Islands brochure, creation of updated signage for the crayfishing program, creation of an information binder for our goat watchers, assisting the Goat Team with daily logistics for the goats, monitoring the day-to-day activities of the goat watchers, and working with the groups that visited from St. Paul Home. She also assisted and led field trips both on and off-site, worked with Asst. Naturalist Benson on animal care including feeding and cleaning/maintenance of the enclosures, helped maintain the gardens and children's play area, and added new decorations to the toddler space. Her final project of the summer was to design a new interactive insect and macroinvertebrate display which will be fabricated and installed by Eagle Graphics at a later date. She has been offered the position again for 2027 if she has not yet found her permanent employment upon graduation from UW-Oshkosh.

Education / Programming

Education staff was busy with field trip groups trying to get in for Crayfishing and other programming before the end of summer. Among the highlights was hosting the regional Boys and Girls Club's "Girls in STEM" field trip; Naturalist Garrity presented about notable women in STEM, and our own women – Asst. Naturalist Benson and Naturalist Intern Chevalier led the group on an interpretive nature hike highlighting environmental issues, and the entire Education team facilitated a water quality stream assessment and biotic index of macroinvertebrates in Konkapot creek.

Despite low water conditions we were able to hold our final two public Crayfishing programs for the summer and had around 70 people at each one participating.

Our end of summer Bird House building clinic was held outdoors on the lawn on Sat. August 22. It was attended by 30 participants who built and painted 25 birdhouses. Special thanks to Bill and Heddy Lettau for assisting Naturalist Garrity with the program.

The Kaukauna Public Library's Fairywalk event was held on the evening of Mon. August 24th and was well attended with estimates between 300-400 people. Naturalist Garrity had a craft table at the event where over 200 people made pinecone bird feeders. We had a good amount of very creative fairy houses that were built by kids/families in the community.

Asst. Naturalist Benson and Naturalist Intern Chevalier attended the late year NEWNA meeting at Mosquito Hill. Highlights included roundtable discussions with the participating nature centers and organizations, and a presentation and tour of the display upgrades at Mosquito Hill.

Administrative Assistant Kohls has been working extremely hard with scheduling 2026-27 school year field trips as registration for Spring 2027 opened at the beginning of August. We have had many requests coming in and all available slots for late April and all of May 2027 are almost filled.

Staff continue to field many inquiries from the public regarding abandoned/injured wildlife, as well as questions about the low river levels.

Building and Grounds

Berken Heating and Cooling was onsite and inspected and tuned up all of the furnace and air conditioning units.

Naturalist Garrity and Site Manager Gonnering met with Public Works Director Neumeier, Engineer Conger, and representatives from Zeise Construction and Amplitel for the preconstruction meeting for the entryway project. Work is scheduled to begin Mon. September 14th and run through the end of the month.

Our final Service Saturday drop-in volunteer event was held on Sat. August 8th.

Eagle Scout and Girl Scout Randee Mooney completed her Gold Award project in the Mooney Butterfly garden, installing an informational kiosk and signage about milkweed and pollinators, as well as new signage bearing the names of her great-grandparents, Wally and Marian Mooney. She held her farewell party prior to leaving for college in the gardens.

A pavilion rental hosted a wedding ceremony for a couple that was displaced by the recent tornado from their original location at Smith Park in Menasha.

Site Manager Gonnering worked on securing quotes from area communications companies for the Eagle Cam project and started work on obtaining quotes for the Nature Center security camera upgrades scheduled for 2027.

Sewage backed up into the bathrooms due to a clog in the lateral line. Speedy Clean flushed the line and advised that the low flow toilets are the likely cause due to less water flushing out waste and debris.

Notable Conservancy Zone equipment purchases included a new post hole auger and a second chainsaw with a longer bar for larger trees.



1000 Islands Endowment Fund
August 01, 2026 through August 31, 2026

Fund Activity Summary (Unaudited)

Balance as of August 01, 2026	\$546,022.45
Contributions	
Donations	\$ 500.00
Contributions total	\$ 500.00
Fund Fees	
Administrative Fees	\$ 547.18
Fund Fees total	\$ 547.18
Balance as of August 31, 2026⁺	\$545,975.27



1000 Islands Endowment Fund

Fund Financial Information as of August 31, 2026

Amount Available for Distribution[^]	\$0
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Current Fund Assets

Endowment Fund Pool	\$545,975.27
Total	\$545,975.27

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Notes to Statements

+ Grants are recorded in the month they are recommended regardless of scheduled payment date(s) and show in "Grants and Scholarships paid" section. The result of this accounting treatment is the fund may show a negative end balance. For example, a fund issues a grant for \$30,000 payable over three years. The fund will show a grant paid of \$30,000 and the fund balance will be reduced by the full \$30,000.

[^] If the fund has a multi-payment grant scheduled, the current amount available for distribution will be reduced by the future payments. If the fund has a multi-payment grant, please contact your Community Foundation staff contact to determine the amount available for distribution for the fund.

* Processing Fees include credit card processing fees, stock commissions, and other similar bank fees



1000 Islands Endowment Fund
August 01, 2026 through August 31, 2026

Fund Activity Detail

Contributions	
Date	Amount
8/13/2026	\$ 500.00
Total Contributions	\$ 500.00

Grants Awarded
No grants were awarded this statement period.

BYLAWS 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

ARTICLE I – NAME

1. The name of this committee shall be the 1000 Islands Environmental Center Committee.

ARTICLE II – OBJECT

1. The object of this Committee shall be to ~~determine~~ (advise staff on) the policies, programs, and regulations governing the 1000 Islands Environmental Center. (1000 Islands Environmental Center is the official name for the areas designated by the City of Kaukauna as the 1000 Islands Conservancy Zone and all buildings therein.)
- ~~2. To select and appoint a competent Director/Naturalist for the 1000 Islands Environmental Center.~~
- ~~3. To review and advise on the preparation of the budget, approve it~~ (Approve and forward for recommendation to the Common Council.) ~~and to work to obtain the necessary funds.~~
- ~~4. To follow City Guidelines in all wage and salary administration of 1000 Islands employees. No wage proposal will be automatic. Performance reviews will be determining factor before requests for adjustments are presented to the City.~~
- ~~5. To preserve and maintain the buildings and grounds necessary for the operations of the 1000 Islands Environmental Center.~~

ARTICLE III – MEMBERSHIP

1. ~~The 11~~ (9) members of this committee shall include ~~10~~ (8) members appointed by the Mayor and approved by the Common Council to include one member from the Common Council and one member from the Board of Education of the Kaukauna Area School District. The current President of the Friends of 1000 Islands or their designated representative, shall be an ex-officio member.
2. Appointments shall be for three (3) year terms, with the exception of the Board of Education and City Council designee who shall be appointed on a one (1) year basis.
3. No member of the Committee or staff member of 1000 Islands shall use the resources, business, finances or contracts of 1000 Islands for personal use or profit. Nor shall any member of the Committee or staff use their position to the detriment of the services which are provided to the public.

4. Regular members of the Committee will be expected to notify the ~~Director~~/Naturalist or another member of the Committee, 24 hours prior to the meeting, if they are unable to attend a meeting.
5. No member of the Committee or immediate relative of a Committee member or any staff member of 1000 Islands shall be considered for employment on a permanent basis by 1000 Islands staff.

ARTICLE IV – OFFICERS

1. The officers of the Committee shall be a Chair, and a Vice-Chair/Chair-Elect, whose duties shall be such as are usually performed by like officers of similar organizations, and such as may be prescribed by the Committee.
2. At the regular meeting of the Committee held on the third Thursday of October officers shall be elected by the committee for the coming year. The Vice-Chair Chair-Elect shall succeed to the office of Chair upon completion of the election.
3. The officers shall be elected to serve for one year, or until their successors are elected, but not more than two years, and their term of office shall begin at the close of the elections.

ARTICLE V – MEETINGS

1. The regular meetings of the Committee shall be held on the third Thursday of every month.
2. Special meetings may be called at the request of the Chair or by any three members of the Committee. Such requests shall be in writing and state the reason thereof.
3. ~~Six (6)~~ (Five (5)) regular members of the Committee shall constitute a quorum and the action taken by a majority of those present shall control. If a quorum is not present, no action can be taken.
4. Meetings shall be called and conducted in accordance with the Open Meeting Laws of the State of Wisconsin.

~~ARTICLE VI – STANDING SUBCOMMITTEES~~

- ~~1. The Chair of the Committee shall upon assumption of office appoint three (3) members of the 1000 Islands Environmental Center Committee to the Administrative Finance Sub-Committee and four (4) members to each of the Education and the Building and Grounds Sub-Committees. The Chair shall be an ex-officio member of all committees.~~

2. The immediate Past Chair shall automatically be an additional member of the Administrative Finance Committee.

3. The Director/Naturalist of the 1000 Islands Environmental Center Committee shall be invited to all ad hoc sub-committee meetings.

4. ADMINISTRATIVE/FINANCE COMMITTEE:

The Administrative/Finance Committee shall be responsible for the following general areas of activity:

A. Develop policies and procedures relating to:

1. The general operations of 1000 Islands and its property.
2. The finances of 1000 Islands and its property.
3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.

B. In January, present short and long range goals and objectives relating to:

1. The general operation of 1000 Islands and its property.
2. The finances of 1000 Islands and its property.
3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.

C. Annually evaluate the performance of the Committee and the paid and unpaid staff relating to:

1. The general operation of 1000 Islands and its property.
2. The finances of 1000 Islands and its property.
3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.

5. EDUCATION COMMITTEE:

The Education Committee shall be responsible for recommendations in the following general areas of activity:

A. Develop policies and procedures relating to:

1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups

2. Special events

3. The selection, utilization and training of the volunteer personnel utilized by the Committee in the educational program of 1000 Islands and its property.

B. In January present short and long range goals and objectives relating to:

1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.

C. Annually evaluate the performance of the Committee and the paid and unpaid staff in achieving the short and long range goals and objectives established in relation to:

1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.

6. BUILDING AND GROUNDS SUB COMMITTEE

The Building and Grounds Sub Committee shall be responsible for recommendations in the following general areas of activity:

A. Develop policies and procedures relating to:

1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.

B. In January present short and long range goals and objectives relating to: Environmental Center.

1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.

- C. Annually evaluate the performance of the Committee and the paid and unpaid staff in achieving the short and long range goals and objectives established in relation to:
1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.

7. Other special committees shall be formed as deemed necessary to carry on the work of the Committee.

(ARTICLE VI – AD HOC SUBCOMMITTEES

1. Special ad hoc committees shall be formed as deemed necessary to carry on the work of the Committee.
2. The Community Enrichment Services Director and Naturalist of 1000 Islands Environmental Center shall be invited to all ad hoc sub-committee meetings.)

ARTICLE VIII – PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Committee may adopt.

ARTICLE IX – AMENDMENT OF BYLAWS

1. These bylaws can be amended at any regular meeting of the Committee by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous meeting.

13 January 1987

Amended: 20 July 1989

14 December 1989

18 November 1990

16 March 1995

16 November 1995

15 February 2001

17 April 2008

16 January 2020