

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

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



Wednesday, November 29, 2023 at 4:00 PM

### AGENDA

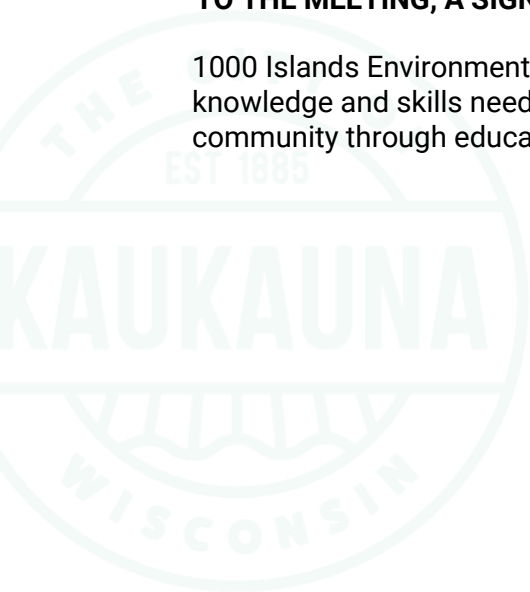
#### In-Person

1. Call to Order
2. Reading and Approval Minutes
  - a. [1000 Islands Administrative/Finance Sub-Committee Minutes of October 11, 2023](#)
3. Old Business
  - a. Update on Endowment Fund
4. New Business
  - a. 2024 Administrative/Finance Projects
5. Other Sub-Committee Items
6. 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

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

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



Wednesday, October 11, 2023 at 5:00 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Eggleston, Manion, Van Berkel

Also Present: Nowak

Chair Van Berkel called the meeting to order at 5:11 PM

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 2, 2023  
 Eggleston made a motion to waive the reading and approve the minutes of the October 2, 2023 Administrative/Finance meeting. Seconded by Manion. Motion passed.

#### 3. Old Business

- a. Review Draft Resolutions 2023-5897 and 2023-5898  
 Van Berkel pointed out two areas that needed the addition of the word "to" in Resolution 2023-5897 and omitted the word "to" in the last paragraph of Resolution 2023-5398. Eggleston made a motion to forward draft resolutions 5897 and 5898 to the full Committee for approval to go before the Common Council. Seconded by Manion. Motion passed.

#### 4. New Business

- a. Review Policy 3.002 Operational Policy - Endowment, Memorial & Sustainable Funds  
 Reviewed policy and made several revisions. Manion made a motion to forward to the full Committee approve the revised policy. Seconded by Eggleston. Motion passed.

#### 5. Other Sub-Committee Items

Discussion on new performance evaluation. Suggested to share goals with Committee and the progress towards those goals throughout the year. The group is open to the changes in performance review.

#### 6. Adjournment

With no further business to discuss, Manion moved to adjourn. Seconded by Eggleston. Meeting adjourned at 6:40 PM

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