

**STAR ISLAND CORPORATION  
BOARD OF DIRECTORS MEETING**

Tuesday, December 15, 2009  
By telephone conference call

Members in attendance:

Dave Brown  
Stan Corfman, Treasurer  
Josh Davis  
Brad Greeley, President  
John Hickey  
Sharon Kennedy  
Kris LoFrumento  
Karen Mathiasen, Clerk  
Suzanne May  
Russell Peterson, Vice President  
Jan Prochaska  
Sally Russell  
Jordan Young

Absent:

None

Others attending the meeting

Vicky Hardy, CEO

For opening words Josh Davis read the following by Peter Drucker:

“Plans are only good intentions unless they immediately degenerate into hard work.”

Brad Greeley, President, called the meeting to order at 7:10 p.m. The Clerk took the minutes.

**Consent Agenda.** Pursuant to our Consent Agenda, the following motions were moved, seconded, and unanimously

**VOTED:** To approve the minutes of the November 17 Board meeting.

**VOTED:** To approve the Development Report.

**Chief Executive Officer’s Report.** The following are excerpts from and comments on the CEO Report, presented by CEO Vicky Hardy:

- **Staff Party.** Vicky offered thanks to Russ and Sue Peterson for hosting the holiday staff gathering, which several Board members also attended.
- **Conferences.** We have five new conferences confirmed for next summer, three of which are 6-day conferences. Kris LoFrumento is working with Irene Bush, Angela Matthews, and others to enable a New Ministers conference to take place in the last week of the summer. Three conferences expect to be expanding. The *Blue Book* is almost ready.
- **Ocean Transport.** We are down to the final details in our negotiations with ISSCO (Isles of Shoals Steamship Company). A spokesman for *The Captain’s Lady 3* has indicated that if our negotiations with ISSCO are not fruitful, he would hope to get *The Captain’s*

*Lady* certified for 300 people, sailing out of Portsmouth. Discussion followed regarding a 1998 sailing of the *Thomas Lighton* that resulted in considerable distress to passengers. Vicky noted that the situation was caused by a micro-burst and that the ISSCO boat and staff are fully licensed and in compliance.

- **Human Resources Matters.**

- Vicky was pleased to announce that Joe Watts has been accepted into the Leadership Seacoast Class of 2010. This is a regional organization that identifies talented people, and brings them together once a month for a day-long seminar focusing on civic topics, such as Justice, Education, etc., in the region.
- We are seeking to hire a food service person. Vicky has investigated the possibility of outsourcing the food services operation, but it turns out that our operation is too small to be economically outsourced.

**Treasurer's Report.** Stan Corfman, Treasurer, gave the report. Projections have not changed much since last month. The biggest unknown is donations to the Annual Fund. Some consulting fee and transportation expenses are still pending. We should be able to pay off our line of credit with Eastern Bank for the required thirty days. We project that we will need a \$330K disbursement from the Permanent Trust. It was noted that the staff has worked very hard to control the operating budget.

**Scholarship Working Group Report.** Sharon Kennedy reported for the Group, noting that for 2010 there is a May 1 scholarship request deadline for pre-September conferences, and a July 1 deadline for post-LOAS II conferences. The Scholarship Group has \$20K to allocate and the process is going well; there is a big emphasis on confidentiality of applicants. The availability of scholarship help is being publicized through the Star Island Website and *Blue Book*. We need to coordinate this scholarship program with 10-10 Bring a Friend. It is important for the SIC scholarship program to be ready for the February 6 Chairs and Registrars meeting.

**Committee Liaison Reports.** Continuing from last month's reports, Brad invited the remaining Board liaisons to the various committees to review how their committees are working.

**Stan Corfman: Finance Committee** – Stan noted that the Committee has produced a good 2010 working budget, and has also provided good feedback for the staff. The Committee needs to review monthly financial reports. Much of its work is done by email. Clear direction is needed regarding the handling of reserve funds.

**John Hickey: Property Standards Committee** – John feels that the Committee understands and has accepted policy governance. Since there is not a lot of money currently going into maintenance, the Committee has necessarily been limited in the decisions to be made. John expects that there will be issues that test us, such as those surrounding a memorial space.

**Karen Mathiasen: Conference Services Committee** – This Committee was formed in 2009, and is an operational committee, primarily comprised of a few staff members who are charged with advising the larger staff on Conference service issues. In spite of its newness, the Committee has met several times, generating ideas on what services we might offer in 2010 and what we would better postpone to 2011 and beyond. The Committee has already recommended a pilot program

for on-line registration. This pilot program will be initiated for 2010, the participants being ISHRA June, LRE, LOAS (I & II) and Pelican Reunion. The Committee will be meeting tomorrow evening to discuss topics such as selection of a Committee Chair and obtaining a liquor license.

Jan Prochaska: Committee on Appointments – Jan reported that assignments have been parceled out to the Committee members to explore committee vacancies so that recommendations might be made to the Board. She indicated that this is an active and fruitful committee, and she does not have any concerns.

Jan Prochaska: Council of Conferences – Jan’s primary concern is whether decisions for the meeting’s agenda are being shared broadly enough.

**Distribution from the Permanent Trust.** Following on the earlier discussion regarding a distribution from the Permanent Trust, the following motion was moved, seconded, and unanimously

**VOTED:** To make a formal request to the Permanent Trust to transfer \$330,000 to the SIC operating account before December 30.

**Draft of Staff Business Plan.** Vicky noted that Capital Campaign solicitors are more interested in the New Business Model than the Business Plan, the Business Model being heavily Board directed and the Business Plan being promulgated by the staff pursuant to the New Business Model. It was noted that the Business Model is a public document, while the Business Plan is not. Board members are asked to funnel their comments on the Business Plan through Vicky. We need to revisit our five-year forecast, as there are some operational changes, such as Personal Retreats, that have come into play since we did the forecasts.

**Board Retreat.** The Board’s winter retreat will be held on Saturday, February 20, and Sunday, February 21, in Portsmouth. Our agenda is expected to include the following:

- Board self-evaluation and evaluation of CEO.
- Strategic Plan. We noted that the Plan was designed to cover three years and has only a year to go, and needs to be revisited. We might consider a three-year rolling plan. Josh and others are asked to tie the three-year plan to the New Business Model.
- Marketing the Conferences.
- The early budgeting process. The Finance Committee has been asked to provide an outline.

Other items were suggested for the retreat:

- Diving deeper on policy governance
- Board training for the Capital Campaign
- Future new leadership

The Board was asked to email Brad with other thoughts for the agendas. Brad reminded those who will need overnight accommodations to email him.

**Committee on Appointments Report.** Jan Prochaska presented the recommendations on behalf

of the Committee. After discussion and upon motion duly made (no second being necessary), it was

**VOTED:** To accept the recommendations of the Committee on Appointments as shown below for terms beginning in January 2010:

**Board Committees**

Finance and Audit Committee

First Term Appointment - Sally Blount

Second Term Appointments - John Bush and Josh Davis

Personnel Committee

First Term Appointments - Tom Fenn and Dennis O'Keefe

Fund Development Committee

First Term Appointment – Ned Tillman

Second Term Appointment – Suellen Peluso

Committee on Appointments

Second Term Appointment – Robbie Pletz

First Term Appointment – Lesley Lowry

**Operational Committees**

Rutledge Marine Lab

Second Term Appointment - Nicholas Mahoney

Island Heritage and Artifacts

Second Term Appointments - Gayle Kadlik, Rick Monohon,

Rosemary Smurzynski, Joy Thurlow Lecalir

Health Committee

First Term Appointment – Pam Pierce and Connie Lentz

The Membership, Nominating, Fund Development, and Rutledge Marine Lab Committees all have openings, which will be filled in the New Year.

**Fund Development Committee Update.** Sharon noted that the Committee is working on a new charge, which will be presented for approval at a future Board meeting.

**Executive Session.** At 8:20 p.m., the Board voted to go into Executive Session, the minutes of which are kept separately. The purpose of the meeting was to discuss (i) Appledore, (ii) the Makers of Light Award, and (iii) the Board self-evaluation.

The Executive Session began at 8:21 p.m. and ended at 8:50 p.m.

**Next Board Meeting.** The next regular meeting is on Tuesday, January 26, at 7:00 p.m. by conference call.

There being no further business, it was

**VOTED:** To adjourn the Meeting.

The Meeting was adjourned at 8:51 p.m.

Respectfully submitted,

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Karen Mathiasen, Clerk