

**STAR ISLAND CORPORATION  
BOARD OF DIRECTORS MEETING**

Tuesday, January 26, 2010  
By telephone conference call

Members in attendance:

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

Absent:

Brad Greeley, President

Others attending the meeting

Vicky Hardy, CEO  
Julie Mellen, Pel Representative \*

\* part of meeting

For opening words Karen Mathiasen read the following by The Reverend Christine Whittaker, taken from a sermon she gave at Trinity Church, Boston ca. 1996, and published in *Legacy of Love*:

There is an old rabbinical story about a teacher who asks his students about the dawn. “When can you tell when day is breaking?” One student suggests it is when you look down the road and see an animal and there is enough light to tell whether it is a fox or a dog. “No,” the teacher replies, “that’s not the right answer.” Another student says it is when you look at an orchard and can tell the difference between an apple tree and a pear tree. The teacher shakes his head. The students, in frustration, shout, “Then tell us, when can you tell that day has dawned.” The teacher replies, “Day breaks when you look at a person and know that that person is your brother or sister. Until you can do that, no matter what time of day it is, it is always night.”

In the absence of the President, Vice President Russell Peterson called the meeting to order at 7:03 p.m. The Clerk took the minutes.

**Consent Agenda.** Pursuant to our Consent Agenda, the following motion was moved, seconded, and unanimously

**VOTED:** To approve the minutes of the December 15, 2009, Board meeting.

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

- LCHIP Grant. We were delighted to hear that we have been awarded a \$75,000 grant from LCHIP (Land and Community Heritage Investment Program), a state-funded program, that

we will use for the first phase of roof repairs for Oceanic. We are apparently the only ones in the Seacoast Region to receive an LCHIP grant this year. Many thanks to Irene Bush for drafting the grant application.

- Capital Campaign. As of today, we have \$1,564,800 pledged to the Capital Campaign, including loans that were forgiven. This amount was raised from only 27 donors, which is good news, as there are still many more people to contact, including many who are expected to be substantial donors.
- ISSCO. We now have a draft contract with ISSCO (Isles of Shoals Steamship Company), and a meeting is planned. It is expected that parking will be at the ISSCO dock in Portsmouth and that the City will help with traffic.
- Human Resources. We have been documenting the use of volunteers for Star Island in 2009, and have noted nearly 6,000 hours were recorded, not counting Board and Committee time. Vicky noted that the Conference Services Committee has provided invaluable information in publicizing the food services job opening
- Blue Book. It has been mailed and has driven traffic to the Website.
- 2009 Annual Fund. It stands at over \$490K.

**Treasurer's Report**. Stan Corfman, Treasurer, gave the report.

- Capital Expenses. The staff now expects our total cash deficit to be about \$180,000. This is about \$150,000 less than had been projected in November when we requested a \$330,000 supplemental transfer from the Trust. We over-expended our capital budget by \$80K, which was covered by the gift from the Permanent Trust. Discussion followed on how to treat this. There was general agreement not to distinguish between capital and non-capital expenses vis-à-vis the Trust. Vicky will work with the Facilities Planning Committee to review the 2010 capital needs. That will include the new boat to replace the *Pamela J*, which might be financed through an additional loan from Eastern Bank.
- 2009 Operating Report. The staff has done an excellent job of projecting and controlling operating expenses during the year. The change in the projected cash deficit from November to December was principally due to items that historically have not been evaluated until year-end. These year-to-year changes were unusually large this time. To refine our projections, we will be incorporating review of these items into our monthly review. For reasons of cash flow, we might prefer to hold this \$150K until conference fees begin to flow in this spring. Further, we won't know how the island survived the winter until then. We also need to put down ISSCO deposits in April and May. At the same time, it is important to discuss this \$150K with the Trustees. We decided to table until February the decision regarding the return of the \$150K.

**Pel Report**. Julie Mellen, Pel Representative, gave the Pel Report. There was recently a small Pel Reunion, held at a private home. The Pels are now focused on applications for this summer. Julie noted that firefighter training is taking place.

At 8:00 p.m., Julie Mellen left the meeting and Kris LoFrumento joined the meeting.

**Committee on Appointments Report**. Jan Prochaska presented a recommendation from the Committee of Appointments that all committee chairs, not just chairs of Board committees, be approved by the Board. Upon motion duly made and seconded, following discussion, it was

unanimously

**VOTED:** To direct the Committee on Appointments to work with committees, committee chairs, and island staff to identify future committee leadership, and to recommend chairs to the Board for the Board's approval as part of the annual committee appointment process.

Jan Prochaska presented the Committee of Appointments personnel recommendations on behalf of the Committee. After discussion and upon motion duly made (no second being necessary), it was unanimously

**VOTED:** To accept the recommendations of the Committee on Appointments as shown below:

For terms of three years that began on January 1, 2010:

**Bylaw Committee**

Membership Committee – Nancy Meyer (PELRN, AS 1) and Brooke Cordes (YAC, AS 2)

**Board Committee**

Fund Development Committee – Nate Hubbard (AS 2)

**Operational Committees**

Rutledge Marine Lab – Meg McVey (AS 1, PELRN) and Erin Jennings (x-staff, PELRN, AS 1)

For chairs for one year that began on January 1, 2010:

Membership Committee – Kris LoFrumento

Conference Services - Erin Halacy (PELRN)

**Policy and Procedure Addressing Sexual Harassment.** Vicky Hardy presented the Policy and Procedure for Board ratification, and in particular reviewed Appendices A, B, and C with the Board. After discussion and upon motion duly made, no further discussion being necessary, it was unanimously

**VOTED:** To ratify the Policy and Procedure Addressing Sexual Harassment.

**Development Report.** On behalf of Angela Matthews, Director of Development, Vicky announced that Michelle Kunz has agreed to be the 2010 Annual Fund Chair

**Nominating Committee.** Russell Peterson noted on behalf of Arlyn Weeks, Committee Chair, that the Nominating Committee has met. The Committee will be making recommendations for the Board and the Permanent Trust. There is one opening on the Board.

**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:

- Development of Board goals for 2010.
- Update of the Strategic Plan.
- Discussion of the Financial Aid Committee (formerly the Scholarship Working Group)

**Other Business.** It was noted that the new Website is beautiful. It is still undergoing some updates. Planning ahead for the June Board Retreat, June 17-19, Board members were reminded that ISSCO does not usually stop at Star on Thursdays, but will for us on June 17. It was emphasized that Board members must be at the dock by 4:00 p.m. that day.

**Executive Session.** At 8:35 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) Smuttynose Brewery, (ii) Appledore, and (iii) the CEO evaluation.

The Executive Session began at 8:35 p.m. and ended at 9:10 p.m.

**Next Board Meeting.** The next meeting begins on Saturday, February 20, in Portsmouth as part of our Winter Retreat.

There being no further business, it was

**VOTED:** To adjourn the Meeting.

The Meeting was adjourned at 9:11 p.m.

Respectfully submitted,

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Karen Mathiasen, Clerk