

Town of Crystal Bay

Special Board Meeting

Contract re-negotiation with Friends of Finland

Clair Nelson Community Center

Minutes

July 9th, 2024

- I. Attendance: Stacy Breden, Roger Peterson, Mike Nikula, Paul Hartshorn, Honor Schauland, Kaare Melby, David Geist is phoning in to listen, Randy Josephson, Rick Salz, Kim Wolfgram-Salz, Kurt Mead, Kyle Flack.
- A. Paul called the Special Meeting of the Crystal Bay Town Board to order at 7:00 pm with the Pledge of allegiance.
- B. Mike approves the Agenda to discuss the re-negotiation of the Clair Nelson Community Center with Friends of Finland
Roger Seconds, Passed by unanimous consent.
- II. Special Meeting Business:
 - A. Introductions of the Friends of Finland Board and the Township Board
boards introduce themselves. Kurt Mead, Kim Wolfgram- Salz are present. Honor names members of Friends of Finland (F.O.F) not in attendance are: , Elaine Loeffler, Kathy Chumley, Danielle Hefferan, Randy Duke. Terry Miller & Shelby Roback.
 - B. Honor is the Executive Director of the Friends of Finland, the Board of Directors is who she answers to. There are four core staff who assist with running the organization, Kyle Flack- Operations, Kaare Melby-Communications, Jenni Yandrasits- Finance & various programming staff, such as Youth Program and Food Chain members make up the Friends of Finland Organization. Friends of Finland have their articles and bylaws filed with the state of Minnesota, and provide a non-profit 990 tax return yearly. F.O.F was formed in 2007 when various work was being done to raise funds for the current Clair Nelson Center. The Township at that time could reach out to limited funding, so joined forces with the building committee which would then become Friends of Finland. F.O.F is a not for profit organization, and any profit is put back into the mission of the organization. F.O.F is run on charitable donations and grants. Due to both entities evolving the contract might need to be re-evaluated in areas, and some areas could very well stay the same.
 - C. Is it the Towns political will that the Friends of Finland stay in charge of the Clair Nelson Center with the current arrangement?
 1. *Motion to move forward in a renegotiation of the Friends of Finland Contract. The new contract will state full transparency and clarify responsibility and liability between Crystal Bay Township and Friends of Finland (F.O.F) in relation to the Clair Nelson Center building and grounds.* Motioned by Paul ,
Seconded by Finn, Passed by unanimous consent.
 - D. Discuss with F.O.F the immediate Security/Access Issues with the Clair Nelson Center and how to implement.
 1. Hours of operation will be posted and (door codes can be evaluated every 6 months)
 2. There are staff present at all Friends of Finland activities that take place after public hours.
 3. Crystal Bay Board agrees it be wise to have the lawyer look over the already written up liability agreement before implementing it just to be sure that it covers all areas for the Township and F.O.F
 4. In an emergency situation the Friends of Finland and the Township should be notified.
 5. Security Cameras: Kyle F.O.F Operations lead states there are 5 security cameras hooked up outside, there is a wireless transmitter and the receiver is in the office hooked to a monitor.

Supervisor Peterson asked “ Is the system backed up so you can look back if there are any issues?” “Yes, for a certain amount of time, and Honor adds that it's backed up to the cloud.” Kyle also does an audit every once in a while of Building codes, something like every six months. If the board has a question about entry Kyle can show the Supervisors requested footage.

6. If there are individual questions or as a whole board questions re: Clair Nelson Center Building or Grounds they can ask the F.O.F any time and they would be happy to answer. Kyle adds that he takes renters around the facility before their event to make sure they understand what they are responsible for.

7. Supervisor Hartshorn requested that the F.O.F supply the Township Board with their monthly meeting minutes.

- E. Audit discussion was had, and Board Supervisors deemed it not necessary. However, Inquiring with the Lawyer to make sure F.O.F is reporting the proper information the Town needs in re: to Rental Records/Accepted Donations for the Town/ Inventory/ Town Hall Expenses, what kind of financial documentation is needed is necessary.
- F. Honor and Stacy will meet to discuss the changes to the current contract each side believes to be relevant to a transparent partnership. Honor and Stacy will present the changes to the board at July 30th's meeting.

- G. Next meeting will be held July 30th 7pm at Clair Nelson Community Center.

III. MOTION: Paul to adjourn the meeting at 8:19pm pm until July 30th , 2024 at 7:00 p.m. at the Finland Community Center. Motioned by Mike , Seconded by Roger , Passed by unanimous consent.

_____date:_____

Paul Hartshorn- Chair

_____date:_____

Mike Nikula - Vice Chair

_____date:_____

Roger Peterson - Supervisor

Attested to this 16th day of July, 2024

_____date:_____

Stacy Breden - Clerk

Special Meeting Minutes

