

**PPCVB Board Meeting Minutes
May 28, 2018, 4:00 p.m.**

Village Hall Executive Conference Room, 9915 – 39th Avenue, Pleasant Prairie, WI

Present: Michelle Williamson, Mike Pollocoff, Carol Willke, Kyle Highberg, Nathan Thiel, Steve Kumorkiewicz, Crag Anderson, Pamela Jacobsen (phoned in) Absent: none Excused: none

1. Call to Order

- Mike Pollocoff Called the meeting to order @ 4:05

2. Approve Meeting Minutes for May 7, 2019

- A motion was made and 2nd to approve the May 7, 2019 board Meeting minutes
- All were in favor and the motion passed unanimously

3. Discussion about Appointing Nominating Committee

- The board discussed creating a nominating committee to review potential board member replacements for current opening and an alternate seat in the event of the need for quorum. It was decided that in lieu of a committee we will bring to the next meeting names to be considered for both positions. Carol Willke suggested that Nathan announce the open seat and alternate position at the next Village Green project meeting.

4. Consideration of PPCVB Policies regarding Whistleblowers, Record Retention for NFPs and Record Retention Schedule

- Mike Pollocoff noted that we had received sample policies from RitzHolman for Whistleblowing and Record Retention and that we consider adopting the policies for the PPCVB.
- Carol Willke made the recommendation that we begin an employee handbook with these policies and add to it as we develop. Willke added that she is willing to be the compliance officer for the whistleblower policy.
- A motion was made to follow the whistleblower policy as outlined in the sample and to adopt the non-profit recommendations for record retention.
The motion was 2nd and the motion was passed unanimously

5. Consideration of Retirement Plan for PPCVB Employees

- Copies of the SIMPLE IRA form F5305 was made available to all board members.
- The question before the board as posed by Mike Pollocoff, Do we wish to implement the non-contribution portion for 2% and if the employee wants to match, we would approve the match up to 3%? As noted on the F5305, employees enrolling in the SIMPLE IRA are fully vested at enrollment.
- In response to the question about whether the SIMPLE IRA contribution options can be combined, the auditor's notes were reviewed. It is a choice between the options of 2% contribution by the employer regardless of employee contributions or up to 3% matching.
Pollocoff noted that it is better for the organization to agree to the 3% matching
A motion was made to agree to the max 3% matching SIMPLE IRA plan.
The motion was 2nd and was approved unanimously.

6. Director's Report

- Michelle Williamson noted that she and Craig Anderson had met to discuss a proposal for the PPCVB to consider sponsoring the RecPlex in lieu of hotel sponsorship. Further discussion is needed at this time and a proposal will be brought before the board at the June meeting.
- Williamson has had the first look at Simpleview logo/branding design. They have developed a 'tagline' and logo. After some minor tweaks, Williamson will email the board with access to the new designs. The PPCVB has continued to work with United Way of Kenosha County to help find community dragon boat race sponsorship. IT's a slow process and many budgets already have been spoken for.

Director's Report Cont'd:

The event will have an empanada food truck, Kona Ice and hopefully Culver's Ice Cream and mascot. If board members have thoughts on sponsors or connections, it would be appreciated information.

- The first update on PPCVB progress was sent to hoteliers with a RecPlex event calendar and information on splash page and development of brochure and website launch.
- The first email newsletter was sent to those persons who signed up for the PPCVB email newsletter at the KABA website launch event for the kenoshalifebalanced.com site.

7. New Business – no new business

8. Adjournment

- A motion was made to adjourn the meeting
- The motion was 2nd and unanimously approved
- Meeting adjourned @ 4:41 p.m.

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