



202 W. Illinois | P.O. Box 394 | Highland, KS 66035

BOARD MINUTES 9.6.23

1. Bruce called meeting to order at 6:01pm
2. Ben opened with prayer.
3. Carrie Sowers gave report of initial observation.
 - a. Impressed with facility and staff.
 - b. Asked about what Board would like her role to be.
 - i. Board will draft list and send to Carrie
 - c. Suggested working towards increased licensed capacity.
 - d. Highly recommends hiring a cook to handle all food duties.
 - e. Make sure employees understand the overall goal and Mission.
 - f. Missy requested to have about an hour of uninterrupted time to visit with Carrie at next observation. Board discussed scheduling and fill-in options to help cover.
4. Amy moved, Matt seconded a motion to approve previous Board minutes. Motion carried.
5. Discussed Contract for Sale between City of Highland, USD 111 and Doniphan Darlings.
 - a. Requirements are that USD 111 retains option to use gym occasionally as long as it does not significantly interfere with Doniphan Darlings activities or cause DD to lose ad valorem tax exemption status.
6. Ben moved, Whitney seconded a motion to restructure debt with Bank of Highland to refinance up to \$245,000 and pay \$10,000 per month with mortgage on property and personal guarantees from Bruce & Michele Gaskell and Ben & Brittani Gilmore. Motion carried.
7. Bruce acknowledged Missy's 2nd anniversary and asked the board to consider a raise for her. Pushed to end of meeting.
8. Board discussed PTO policy.
 - a. Currently 1 day/month until 1-year anniversary. Then, 10 days, no rollovers.
 - b. Potentially switching part-time to hours-based PTO earning potential.
9. Ben made motion to update handbook to reflect change in PTO policy to the following: full-time employees earn 1 day/8 hours of PTO per month. After the first year, employees have 12 days of PTO. PTO hours do not rollover to following year, running July 1 to June 30. Part-time employees earn 8 hours of PTO for every 170 hours worked, up to 48 hours, which do not roll over to the following year. Dana seconded. Motion carried.
10. Whitney brought up staff appreciation ideas. Specifically, monthly meal or treat. Missy said employees like seeing board members in the building anytime. Missy said staff like cookies and snacks.
11. Board discussed having a monthly budget/financial update to know where we stand and see expenses. Ben agreed to draft a report and present at the next meeting.



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12. Board discussed kitchen purchases update. Brittani submitted PO to grant for reimbursement. Should have funds very soon and can order appliances.
13. Bruce updated board that he plans to buy an ice cream machine for the facility.
14. Dana updated board on exit interview procedures and board discussed making it a standard procedure for exiting employees.
15. Ben made a motion to go in to executive session to discuss personnel, Matt seconded, motion carried.
16. Ben moved to continue regular board meeting, Whitney seconded. Motion carried.
17. Ben made a motion to increase Missy's salary to \$45,832, keeps current stipend Bruce seconded. Motion carried.
18. Bruce moved to adjourn, Ben seconded. Motion carried.