



BAY VIEW ASSOCIATION OF THE UNITED METHODIST CHURCH

Memo

To: Board of Trustees
Cc:
From: Barbara Pfeil, Executive Director
Date: November 15, 2022
Subject: Executive Director's Report (October 3, 2022 – November 15, 2022)

Program Management

- **FY23 Program Budgets** are still under construction
 - Eric Breisach is working through year-end handling of surplus operating results and budgeting for Association building usage and support costs with the Finance Committee.
 - Recreation and Performing Arts are finalizing certain areas of their programs that will be budgeted differently than in previous years.
- Zach has created the first draft of a **Bay View Association planning calendar**. The latest version is in Excel and easier to view. I will send this 2022 snapshot to program directors and committee chairs before Thanksgiving.
- I am scheduling a **Program Director meeting** before Thanksgiving. Agenda will include:
 - Donor Relations Manager – planning, prioritizing, and communication protocol with Program Directors
 - FY23 inter-program event ideas
 - Woods Walk – Year 2?
 - Neighborhood theme?
 - Review Zach's Association planning calendar – get thoughts about minimizing schedule conflicts
- Meeting on planning and communication protocol for **social media, email blasts, website, posters, banners** with Zach, Lesley, Laura, Chris, Hilary, and Julia on November 15th.

Staff / HR

- **Education Director** –
 - Hired Julia Healy, effective November 1, 2022
 - In person onboard meetings for Julia November 3rd & 4th
 - 3 meetings with Bkp
 - Individual staff meetings with: Patrick, Zach & Lesley, and Lori
 - Zoom meeting with Pam Graham
- **Accounting Analyst (AR, Cash, Payroll)**-
 - Job offer accepted by Ann Schaefer on November 15th
 - Start date December 5th
 - Strong background in payroll administration

- **“Harbor Master” -**

- During October, Amy had informative interviews with Michael Johnson, Harbor Springs Harbor Master and Martin Leemaster, Harbor Master at Bay Harbor Lake Marina / Yacht Docks
 - She will be talking with the marina liaison for Petoskey, who works for the DNR
- Amy, Jake, and I met to review the latest job description draft on November 9th. Amy is circling back to Mr. Johnson and Mr. Leemaster with a couple more questions. We will meet again in November to finalize the job description with a goal of publishing the job in early December.
- Interview questions need to be drafted
- Note: Jake and I met the City of Petoskey Marina Operations Supervisor – Mark Leneman in Sept.

- **Professional Marketing Consultant-**

- Zach has scheduled an informative interview for November 29th with Sarah George from Connective Consulting in Alanson. Zach and I met on November 9th to discuss marketing consulting needs and potential Bay View member resources.
- Hire consultant and line up member support in December.

Administration & Finance Management

- Lori and I met with our insurance broker, Tim Duffy, again on November 1st. I will share a proposal for FY23 medical insurance plan coverage and premiums with the Personnel Committee by November 18th.
- Lori and I had a Zoom meeting with Plante Moran on November 8th to review and clarify the auditors' information needs
- Full-time Staff Christmas Party on Thursday evening, December 8th.
- Bay View staff have holiday time the week of December 26th. They will return to work on January 2nd.

IT, Marketing, Communications

- Zach created a “map” or “flowchart” to depict our current Bay View website – [see attachment](#)

Professional Consultations and Bylaw Considerations

- Atty. Jim Murray – Bay View property encroachment issue. Jake & I met with him on October 27th.
- Michelle Hansen and I continue to work with Attorney Robin Ferriby on donor designation matters, management of institutional funds, classifying committees and describing their charters. Carol Neithercut is participating in meetings as well.
- Reviewed plant selections with Beckett and Raeder for 2023 landscaping around Hall Auditorium and Crouse Chapel on November 2nd. Next meeting is November 16th. Send requests for 3 bids on December 1st with due date of December 16th.

Just For Fun

- Attended Rotary luncheon on October 5th and gave a Power Point presentation about Bay View.
 - Several members took Bay View Woods trail maps
- Vacation in Lexington, KY October 13 – 22. Visited Everett McCorvey Oct 14 – 16 & 21st.
- Vacation in Charlotte, NC November 10 – 14.