



**Girl Scout Heart of New Jersey
Property Committee Meeting**

COMMITTEE: Property
DATE: August 17, 2020
TIME: 7:00 PM
LOCATION: <https://girlscouts.zoom.us/j/96152094638>

Mike's Cell Phone: (973) 723-3898

CHAIR: Mindy Lissner

PURPOSE OF MEETING: Regular Committee Meeting

ATTENDEES:

Name	Position	
Mindy Lissner	Committee Chair & Board	In person / phone / absent / excused
Dianna Beck-Clemens	Board Chair	In person / phone / absent / excused
Steve Chew	Volunteer	In person / phone / absent / excused
Laureen Delance	Board 2 nd Vice Chair	In person / phone / absent / excused
Mike Forrestall	COO	In person / phone / absent / excused
Diane Genco	Board	In person / phone / absent / excused
Lori Grier	Board Treasurer	In person / phone / absent / excused
Natasha Hemmings	CEO	In person / phone / absent / excused
Maria Naughton	Volunteer	In person / phone / absent / excused

Minutes:

Welcome – The meeting was called to order at 7:05

(1) Update on COVID-19 Task Force

- Mike gave background on the task force membership and its charge to evaluate public health circumstances and direction from the governor and how that influences decisions re: building operations.
 - Council facilities will be kept closed through October 4th, except : periodic drop-ins by finance team to process checks, and the facilities manager (Alicia Lazorizak) to process mail and interact with vendor personnel.
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(1) Update on COVID-19 Task Force (continued)

- When return to work takes place in October, we will be managing to ensure low staff occupancy, the public will not be permitted to enter administrative spaces, kitchenettes will have coffee machines and microwaves removed, the retail spaces will have sneeze guards installed, and cleaning will take place 2-3x's weekly based on need.
- Camp is reopening for "Persons of Own Designation" (POD) rentals, which entails self-identified, self-managed groups.

(2) Update on 2020 Capital Plan

- Mike reminded the team that due to the pandemic, most projects were deferred to preserve cash
- Two items remain in flight:
 - i Window project at Camp Hoover (Evergreen Cabin), which is substantially complete, and just awaiting screen doors, which are a new add for the cabin
 - ii Bathroom repair work at The OVAL day camp, which again is substantially complete, and awaiting completion of toilet and sink installations.
- Natasha asked if the savings illustrated on page four (~\$19K) was the total savings against the \$175K annual capital plan. Mike responded that those savings only include the projects that were already completed, or currently underway, and that savings against the overall plan were significantly higher
- Mike notified the committee that there was damage done to the roof of one of the cabins at The OVAL. Essex County Park Commission resources are stretched, and the commission is behind on many of the grounds maintenance tasks they would normally handle at The OVAL. Maria asked if we were planning on going through insurance to care for the repairs. Mike indicated that we were getting an estimate for repairs before deciding whether to go through insurance. Mike added that liability and P&C insurance are high-risk areas for the council at present, and there are concerns about pricing and insurability in the current climate.
- Natasha asked about the \$86K in the plan for window replacement at Camp Hoover, and if we should expect to see additional spending against that line item. Mike responded that the window replacement project as originally illustrated cared for both Evergreen and Heronwood cabins, and was based on estimates to completely replace all windows. The project undertaken for this year has been reduced in cost by addressing only one of the two cabins, and through rebuilding/reusing some material in the one that is renovated. Work on the other cabin has been deferred to a later time.

(3) Newark Office Space – Mike Updated the committee on the status of the project

- Construction has yet to start, but the council has been identified as the preferred non-profit for the office space.
- There are open questions about project financing. Those questions will likely result in completion of construction occurring post 2021. Given the implied timeline and the council's defensive financial posture, it does not make sense to sign a lease at the present time. Decision making should be deferred until we have a better picture of our membership and financials for 2021.
- The property would be something we would be very interested in under normal circumstances
- Maria inquired who the builder is. Mike replied that it is partnership between Blue Sugar/Dana Owens's (Queen Latifah) real estate development company and another party. Natasha added that the other partner is Alberto Goncalves (Gonsosa).

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(3) Newark Office Space (continued)

- There was discussion of the cost, available space, and intended use. Lease costs are set at \$11/sq. foot (\$21K annually), CAM, taxes and insurance are projected at \$1.50/sq. foot monthly (\$34K annually). The space consists of 1,900 sq. feet of vanilla space (requiring build out costs). The space would be multi-purpose, including staff/administrative, volunteer meetings, and programming.
- Mindy, Steve and Maria weighed in on the current state of the commercial real estate market from their perspectives. Many commercial projects are being cancelled due to uncertainty/lack of financing. Many unknowns due to the uncertainty of the present situation.
- There was discussion that it is more than reasonable to await additional information, more complete building/site plans, and a more precise timeline prior to signing a lease.

(4) Occupancy Costs

- Mike gave an update on year to date occupancy costs.
- Expense of \$232K is down 2% vs. for the same period a year ago.
- Total cost are 6.8% under plan, including the overlay for the Westfield build-out.
- Current run rates have been modeled into the 2021 operating budget assumptions.

(5) 2021 Capital Plan

- Mike presented recommendation for a reserve of \$100,000 to be used only in the event of emergency. Examples of emergency include major infrastructure repairs that might be required for a building to be safely occupied.
- Should economic circumstances warrant, consideration should be given to several deferred maintenance items, including resurfacing the pool at Camp DeWitt or the second phase of the Camp Hoover window renovation project.
- The committee was in agreement on the proposed plan.

The meeting was adjourned at 7:58.