

9/14/2023

RE: (b) (6)

FORMER BLUE HERON SITE CUSTODIAN July 1, 2023 – September 11, 2023

This letter is due to many concerns and issues at Blue Heron Campground and Marina. These concerns include stolen money between \$22,000-\$28,000, hostile work environment, unable to produce documents that are legally required to be accessible at any time, lies, misconduct, dock violations, etc.

Most of these indiscretions are grounds to create a toxic and hostile work environment and grounds for termination. Taking that into consideration I can not be part of an organization that allows a person to exist in any position who conducts themselves in this manner. Therefore, I respectfully request a decision of who will remain employed under these conditions. Article III Section 9

(b) (6) (b) (6) and (b) (6) met the week of 9/4/2023. (b) (6) requested a meeting with all board meeting and was led to believe the meeting would take place for three days. (b) (6) met with most of the board members individually, (b) (6) was not granted this opportunity. Article III Section 9. (b) (6) received a call from (b) (6) and (b) (6) stating (b) (6) was to only concern himself with outside maintenance and issues. (b) (6) was to care for the inside of the clubhouse. (b) (6) was also told he could give his final decision by the next morning and the next person to bring up the issues would be terminated. They continued to state a board meeting would not be in compliance with the bylaws even though Article III Section 9 covers this issue. (b) (6) was told this meeting would require an investigation and (b) (6) would be required to be on leave for one week. This is not stated in the bylaws, bylaws state employees are eligible to request special meetings. The next morning (b) (6) went to the clubhouse to get morning coffee. The morning fisherman told him they were informed he had quit. Shortly after (b) (6) went to notify (b) (6) he would stay as caretaker, he was informed (b) (6) told everyone (b) (6) quit. (b) (6) reminded (b) (6) of the talk about whoever started arguing or talking behind the others backs rule, (b) (6) remained silent. (b) (6) (b) (6) and (b) (6) made no effort to contact (b) (6) directly for a decision.

I. Stolen money.

Within a week (b) (6) and (b) (6) were asked to have a discussion prior to the board meeting scheduled for the next day. At this time (b) (6) & (b) (6) began explaining the issue of stolen money.

1. \$1500.00 cash was found in office when (b) (6) took over as office secretary. Previous secretary was (b) (6) (b) (6)
2. After comparing the bank statement and Shareholder board meeting minutes the actual amount of stolen money is between \$22,000 & \$28,000.
3. (b) (6) was making the bank deposits; position required by board treasurer or president. (b) (6) presently takes the deposits to the bank. *This is a violation of the Blue Heron Bylaws Article III Section 4.*
4. (b) (6) was only depositing checks, no cash. *This is a violation of the Blue Heron Bylaws Article III Section 4.*
5. We have been led to believe certain shareholders and relatives are to also be involved. This shareholder was very adamite at the shareholder meeting. This shareholder believed an audit was only required for the past two years. This shareholder preceded

- (b) (6) as president. Some individuals became more suspicious of this shareholder due to the amount of inquiries.
6. We were told (b) (6) & (b) (6) were to meet with a Williamson County Sheriff detective concerning the stolen money. Everyone was then told only (b) (6) met with the detective. We can not confirm for certain this took place. *This is a violation of the Blue Heron Bylaws Article III Section 4.*
 7. We were told of the concern of having to pay the contracted 20% fee on the stolen money.
 8. Special meeting with (b) (6) (b) (6) (b) (6) (b) (6) (b) (6) & (b) (6) due to a concerned person had called the refuge concerned about stolen funds. (b) (6) asked exactly how much is missing: (b) (6) stated \$1500 was found. (b) (6) was not told of the discrepancy between board minutes and bank statements which indicated \$22,000 - \$28,000. Board members present and (b) (6) discussed an audit was in process by (b) (6)
 9. Members are routinely told (b) (6) met with the Williamson County Detective and the police are performing an audit. They are unable to produce a police report and to my knowledge a report has not been provided to Crab Orchard Fish and Wildlife (b) (6) (b) (6). Police do not perform audits. Audits must be performed internally, by shareholders and the Treasurer. *This is a violation of the Blue Heron Bylaws Article III Section 4.*
 10. (b) (6) states she has performed an audit for the past year only. She has stated she does not know much about computers. Yet she cannot produce any reports. *This is a violation of the Blue Heron Bylaws Article III Section 4.*
 11. Blue Heron is unable to confirm boat slip rentals, shareholders or users. (b) (6) (b) (6) and (b) (6) have stated this information will be corrected when members renew for 2024.

II. CURRENT OFFICE SECURITY ISSUES.

1. (b) (6) has been allowed to unplug the security camera in the office "because she wants to". This issue discovered during a meeting with (b) (6) (b) (6) and (b) (6) meeting was due to issues between (b) (6) and (b) (6). (b) (6) asked (b) (6) if this was permitted, (b) (6) response was a shoulder shrug.
2. (b) (6) two adult children are permitted to be in the office unsupervised with the door closed. (b) (6) and her children have stated they go in the office to remove themselves from crowded situations. Their choice to remove themselves is due to (b) (6) (b) (6) has stated to several people her (b) (6) (b) (6). She has stated (b) (6) (b) (6). She has said (b) (6) (b) (6) attempted to address the issues directly with (b) (6) daughter. He told her it was not a good idea to be in the office alone due to the possible stolen funds. He was met with resistance from the daughter. The daughter said she needed to go somewhere quiet due to (b) (6) and repeatedly stated "I don't care about that stuff".
3. (b) (6) and her family members have been seen on several occasions in the clubhouse late at night. (b) (6) often accessed her office during these times.
4. The only people with keys to the office are (b) (6) and (b) (6)

III. CURRENT OFFICE ISSUES.

1. User, shareholder and slip owner cards were found in the 2023 slip rental box; new and old.
2. Policy of removing old cards and replace them with white index cards for 2023 has not been followed. There are no initials, date or payment listed on the majority of the cards. Some are simply marked as complete and some state check numbers. 2023 User, Shareholder & Slip rental index cards are various colors; against office policy. (b) (6) has been unable to put all information from the 2023 index cards, slip rental book, slip contract book, contact information from the existing computer system and by walking the docks to confirm slip occupation and identification. This also applies to trailers in storage or check vehicles for blue heron ID numbers to match with the member.
3. Slip rentals with incomplete information, no dates, no signatures, no payment information, no contracts on file, expired insurance, contradicting information, etc..
4. (b) (6) puts all camping tickets and receipts in boxes. (b) (6) refuses to print receipts at the time of entry because "it is a waste of paper". This is against office policy; sales receipts are to be printed at the time of entry and stapled to the ticket or receipt, then filed. (b) (6) told (b) (6) all tickets, receipts, etc are supposed to be attached to a printed receipt, (b) (6) said nothing. During the meeting with (b) (6), (b) (6) and (b) (6) this was addressed; (b) (6) stated she would do things how she wanted. (b) (6) has supposedly been asked to step in to train (b) (6). This filing system continued as of the date of my resignation.
5. (b) (6) asked (b) (6) to sort & count the number of campers for the two months. This information was needed for a Fish & Wildlife report. This is not (b) (6) job. (b) (6) also had to sort the tickets by month back to the beginning of the year.
6. (b) (6) admitted she does not know much about computers. She has been unable to produce a printed report of users, shareholders and slip rentals as asked by (b) (6), (b) (6) and (b) (6).
7. (b) (6) shut the internet off when she leaves the office because internet service data allowed was being exceeded. This is a breach of the agreement and as noted in the ad for a caretaker. It also removed the ability of members to utilize the wireless internet during the evenings and weekends. This was addressed at the meeting with (b) (6), (b) (6) and (b) (6). (b) (6) instructed (b) (6) to leave the internet on for the fisherman and other members. This is another action (b) (6) has taken without proper authority. Internet was needed by (b) (6) to research parts and other work related information. (b) (6) stated numerous times the internet was needed to work on T-shirts and other work related information.
8. (b) (6) has a tv in her office. She has stated her tv does not use much data, stated her tv is not plugged into the modem and states she is on wireless. These have been contradictory statements. (b) (6) had also placed a table in her office for her sewing machines; (b) (6) made her remove these items.
9. (b) (6) appears to be (b) (6) / (h) (6)
(b) (6)

10. (b) (6) changed the name of the position of Office Secretary to Office Manager. No one can verify when or if (b) (6) was given permission to do so. According to (b) (6) she did not obtain permission.
11. On numerous occasions (b) (6) worked on personal business in the office and left the office for several hours over her adult children's (b) (6)
12. Upon employment I was not provided with a written contract or policy & procedure manual. A written contract is/was required for Caretaker due to the number of hours on call. The caretaker is required to be on the premises 6 days per week, 24 hours daily. Due to being on call 24 hours per day the office phone is to be forwarded to the caretaker, not to the office secretary.

IV. HOSTILE WORK ENVIRONMENT.

1. Meeting the week of 9/4/2023 with (b) (6) and (b) (6)
 - a. (b) (6) was permitted to stand up from a seated position, walk over to (b) (6) and get in his face while yelling. (b) (6) told (b) (6) to get out of his face and return to her seat. (b) (6) asked (b) (6) if this would be allowed, (b) (6) said nothing. (b) (6) continued to show aggression and intimidation using the rooster stance.
 - b. (b) (6) tells others what to do; believes she is in charge of (b) (6) and (b) (6). During the first week or two of employment (b) (6) told (b) (6) to check the tires on her vehicle. He assisted her once out of kindness, however she continued her efforts to use (b) (6) as her personal mechanic. (b) (6) refused to talk to (b) (6) for several days after he refused to work on her car any further.
2. (b) (6) and (b) (6) offered to give (b) (6) a questionnaire for members calling in stranded on the lake. (b) (6) stated over the radio "I don't care" in a hostile manner. These questions would provide (b) (6) with the information needed in order to ensure the best response time and with the proper needed equipment.
3. (b) (6) began refusing to call, text or message (b) (6) or (b) (6) concerning issues such as a member stranded on the lake. She began calling (b) (6) for all issues, including when the phone was forwarded to (b) (6) phone after hours.
4. If anyone attempted to correct (b) (6) she would accuse that person of being in a "moood" followed by not speaking to that person. She has referred to (b) (6) and (b) (6) as having "whiney man fit and I'm not dealing with it" when she would be corrected. (b) (6) would continue to gossip to members coming in during the day.
5. (b) (6) would repeatedly question (b) (6) need for the credit card when needing to by simple things such as ice, gas, etc. (b) (6) was initially given permission for purchases under \$500.00 via (b) (6). Due to the large sum of money unaccounted for only smaller purchases were permitted. This restriction in funds has significantly reduced or removed the ability to properly repair/replace docks.
6. (b) (6) changes rules while claiming hospitality and the need for income. (b) (6) has told campers they do not begin paying on their camp site until the camper physically occupies the site. (b) (6) has also told campers a tent is not required, only a tag on the pole. This is only the case provided campers are returning the same day. This causes campers to become upset and confused.

7. While trying to resolve differences, (b) (6) refused to apologize for any of her actions. (b) (6) apologized for telling people different things, (b) (6) apologized for the radio miscommunication that sounded like (b) (6) called (b) (6) stupid. (b) (6) continued to state she had done nothing wrong.

V. LACK OF COOPERATION AND PROFESSIONALISM

1. (b) (6) fails to share member and slip rental information with (b) (6) or (b) (6) in order to have current contact information in the event of issues. IE the week of Sept. 4th (b) (6) (b) (6) paid 2023 slip rental dues for (b) (6). (b) (6) had no contract or slip index card on file.
2. (b) (6) refused to utilize the radios after refusing to obtain all required information for stranded boaters. This is crucial information needed in order to react with the proper equipment and to increase response time. The radios were provided by (b) (6) and (b) (6) to increase professionalism, save time, save gas and as a way for party guests to contact an employee if needed.
3. (b) (6) stated she did not know how to do simple things.
 - a. She stated she needed (b) (6) to change the channel on the radio. The radio only has two dials; off/on and channel dial. As the channel dial is turned the channel number is stated. The radio also states off and on with the current channel. (b) (6) (b) (6) members and members guests have all been instructed on how to utilize the radio. A note was also posted on the wall above the pass thru window. The radio was on the pass thru window of the kitchen and dining area for guests to call for assistance when employees are not in the office or clubhouse. This eliminated the issue of members and guests being required to drive or walk the grounds to locate an employee.
 - b. (b) (6) claimed she did not know how to raise the window screens. She was shown by (b) (6) (b) (6) and (b) (6)
 - c. (b) (6) claimed the morning fisherman wanted (b) (6) to power wash the outside, deck and between the window and screen. The fisherman were not complaining; (b) (6) confirmed this with the fisherman. The deck can not be power washed due to paint chipping and hot soapy water with a brush for the windows sills is all that is needed. (b) (6) was instructed on the proper way to clean the window sills and screens by (b) (6) and (b) (6) She also lied stating her and (b) (6) were unable to scrape the bugs from the window sill, this lie was confirmed by (b) (6) to (b) (6)
4. (b) (6) uses (b) (6) and others to do her cleaning work. On a daily basis (b) (6) makes comments to (b) (6) "It would be nice if you cleaned the bathrooms", mop the floors, etc. (b) (6) is a volunteer, team player, too sweet to say no, (b) (6) (b) (6) (b) (6) washes towels and mop heads from the club house, retrieves money from the washer/dryer. She retrieves money from the soda machine and ice deposit box. These are duties of the office secretary. (b) (6) had been told numerous times, by numerous people cleaning the interior, exterior deck, sitting area, windows, etc are part of (b) (6) regular duties. This is due to the office job being part time and cleaning part time.

5. (b) (6) lied on numerous occasions stating (b) (6) said; (b) (6) or others contradicted her statement.
6. (b) (6) routinely mops with extremely dirty mop heads and extremely dirty dust mop cloths. She uses water in the bucket and uses a mist bottle with Pinesol to clean the floor. The floors in the kitchen are routinely sticky.
7. The day of the Jubilee (b) (6) rearranged tables when she was not told too. (b) (6) and (b) (6) had set everything up prior the way (b) (6) wanted then. This was a very big upset to (b) (6) taking over is a continuous issue. (b) (6) stated he did not know what to do and just wanted it to be a happy place.
8. The morning of the Jubilee (b) (6) walked in and announced 'I'm going to my office and pretend to work.' She did not help with set up or clean up; then asked for Friday off since she "had to work Saturday"; she did not actually work. (b) (6) only attended the event with numerous family members.
9. (b) (6) refused to wear blue employee and volunteer shirts. As per the Refuge employees are to be easily identifiable, however same color is not required but is preferred as per (b) (6)
10. (b) (6) has failed to perform and audit for than one year.
11. (b) (6) repeatedly volunteered (b) (6) for jobs outside of his job title; loading contacts and games on a cell phone and tablet purchased from the club by members of the club. This caused a loss of several hours of work within his job description (over the course of two days, one was (b) (6) only day off).
12. (b) (6) allows issues in the workplace and within the club. This is done by allowing issues to compile and compound instead of dealing with issues as they arise.
13. (b) (6) lied to (b) (6) stating she is the only person allowed in the office records and on the office computer. As caretaker and second in command when the General Manager is not present, all records must be accessible and accurate at all times.
14. (b) (6) lied to (b) (6) stating records could not leave her office as per the rules. She stated (b) (6) wanted to take the records before becoming treasurer. (b) (6) later verified (b) (6) was allowed to take records as needed from the office. As per the bylaws the Caretaker is in charge of all activity and aspects of operation when the General Manager is not present.
15. (b) (6) has stated she does not know much about computers.
16. As per the bylaws, anyone with a sticker from the Crab Orchard Wildlife Refuge, camping vehicle pass, Blue Heron Member Sticker, day pass, week pass or the Gold pass allowed to be on the premises. People without a camping vehicle pass or Blue Heron Sticker have been made to leave the grounds. People purchasing day passes are told the pass is good anywhere on the refuge except inside Blue Heron Campground and Marina.
17. (b) (6) has told people they can rent a slip without renting a campsite or paying user fees.

VI. INAPPROPRIATE BEHAVIOR IN THE WORK PLACE

1. (b) (6) got on (b) (6) golf cart in a panicked manner. She asked (b) (6) where her granddaughter was and sped off. (b) (6) did not fully know why (b) (6) was acting in this manner. (b) (6) saw a van that she did not recognize drive around the clubhouse. She

then chased down said van just to find out it was a foreign couple who was scouting out campgrounds so that they could come back and visit their SIU child.

2. (b) (6) stormed into the fireplace room and later onto the front deck yelling and cussing while setting up for the Gospel Jubilee. She was stating she would not tolerate people talking behind her back. One guest overheard this and stated (b) (6) was yelling words he did not think sailors knew.
3. (b) (6) stated (b) (6) made inappropriate sexual comments to her during a conversation concerning taking her for a boat ride; she would have to put out. This issue was taken seriously including consideration of kicking (b) (6) off the board and possibly club. No further action was taken.
4. (b) (6) told (b) (6) if he was her boyfriend he would have to put out. The issue was taken seriously when comments to her were made, her comments to (b) (6) was passed off as the need for thick skin around a group of men. This incident was witnessed by (b) (6) and others.
5. (b) (6) leaves before others finish eating or just prior to clean up to take her two adult children home with large amounts of food after fish fries, shareholder events, special events; this has angered a large amount of people. (b) (6) refuses to see her faults despite being talked to on multiple occasions by various members.
6. (b) (6) lied to (b) (6) and others stating (b) (6) wanted to take her job in the office. (b) (6) prefers the outdoors.

VII. POLICY AND PROCEDURE

1. (b) (6) has failed to consolidate information from multiple binders and index cards in order to confirm member, user and slip rentals.
2. (b) (6) has failed to follow the office procedure for 2023. Index cards prior to 2023 are to be replaced with a white index card, complete all required information, etc. This procedure is located in the slip rental binder or the slip contract binder.
3. (b) (6) has told campers they can set up and tent until they bring their camper, however they do not have to pay for the nights the camper was not onsite.
4. (b) (6) told campers to extend the mandatory 14 days by registering under the spouse's or a relative's name.
5. (b) (6) has stated (b) (6) said (b) (6) s to rescue any stranded boater who calls for assistance. (b) (6) and other members have stated only members are to be assisted. To assist non-members is a liability on Blue Heron and (b) (6).
6. (b) (6) has instructed non members they could rent a slip without being a member or camper. This person called requesting assistance with his boat. The trailer frame broke while trying to load the boat.
7. (b) (6) uses "hospitality" and the need for more members as an excuse to break policy and procedure. She also uses the need for income as an excuse to break rules.
8. The office phone is to be forwarded to the caretakers phone when the office is not occupied. During the time of no caretaker the phone was forwarded to (b) (6) phone because (b) (6) phone is outdated. (b) (6) refused to forward the office phone to (b) (6) phone. No one was able to answer why this was being permitted or who gave her permission. On call in this manner is not part of the office secretary's duties, however it

falls within the 24 hour on call status required of the caretaker as stated in the ad for the caretaker position. This ad is as valid as a written contract. (b) (6) has been warned and has been given proof concerning Labor Board rules pertaining to on call status and written vs verbal employment agreements.

VIII. DATABASE

1. (b) (6) stated multiple times he wish he had a shareholder, user and slip rental lists. (b) (6) is under the impression there are 800 members. Due to possible theft in funds and inaccurate bookkeeping, no one is able to confirm without doubt who the 2023 Shareholders are. Furthermore, not all members are able to prove their current status. Shareholders are the only members who have the right to vote as per the Blue Heron Campground and Marina Bylaws.
2. (b) (6) and (b) (6) have a strong history creating Access databases built around the needs of the users. (b) (6) and (b) (6) developed a database (Meals Wizard) for use in school cafeterias for many years. These databases are very complex but easily altered to the needs of the user.
3. This database is created using queries, macros, setting all forms of relationships, building tables, building forms, building custom reports. When building a database, it is best to enter actual data from all forms of data used. This method is most effective in allowing the developer to make changes in the database as details arise. (b) (6) and (b) (6) were notified repeatedly that it is best to create the database utilizing current records.
4. (b) (6) and (b) (6) became increasingly resistant to the creation of the database as more records were asked for. (b) (6) argued data entry was her job and asked why we could not use false information. The process of creating a customized database is by entering actual data in order to make changes to the database programing at the time of creation. IE: 2023 slip renters index card box, 2023 Shareholder index card box, slip rental contract binder, slip rental binder, etc. (b) (6) and (b) (6) refused to utilize the database after (b) (6) stated we were almost at the point of needing payment statements. (b) (6) and (b) (6) became increasingly difficult to work with.
5. (b) (6) was supposed to complete an audit dating back more than one year due to possible theft of funds. She later stated on numerous occasions that the slip rentals, users and shareholders will have to be verified in January 2024.
6. (b) (6), (b) (6) and (b) (6) discussed the creation of a database in order to accomplish the following. In addition to verifying as many records as possible, the caretaker must always have access to the following records in the event of emergencies, damage, stranded member, etc. On one occasion (b) (6) and (b) (6) were able to identify if a stranded caller is a current member, contacted the member and identified the vessel within 5 minutes.
 - a. Trailer information is required to pull trailers from storage upon request. Accurate Blue Heron stickers and information are required. The caretaker must also always have access to current information in the event of any issues. The caretaker must always know what members have trailers in

yearly storage or winter storage. (b) (6) has not checked the storage area for accurate Blue Heron ID.

b. Boat information for slip renters must always be accurate and current.

Currently these records are severely incorrect and incomplete:

7. Boats in the marina without a contract, valid or complete contracts.
8. Boats in the marina who have no proof of payment or have not paid for an unknown amount of time. (b) (6), (b) (6) and (b) (6) were able to confirm within less than 5 minutes if there was any record of (b) (6). There was no contract, proof of payment, slip renter index card or in the slip renter binder. Once (b) (6) paid her dues, (b) (6) information was not forwarded to (b) (6) and (b) (6).
9. No valid 2023 Blue Heron ID stickers on the vessel. This was resolved by (b) (6) and (b) (6) walking the docks and noting all visible identification marks on all vessels. They also verified all boats were in the correct slips or if they were in fact occupied. One vessel's last Blue Heron ID sticker was dated 2017.
10. Boat contracts with expired, incomplete or no insurance information.
11. Boats listed in the wrong slip. Verified by during daily dock inspection.
 - a. Blue Heron Automobile ID stickers
 1. Member cards and contracts do not state what ID number is to be used for specific vehicles. This issue was, in part and gradually being resolved, by taking note of the vehicles as members visited the facility.
 2. All member information must be accurate and complete in order to identify those who have proper access to the facilities.
 3. Accurate and complete information is required when retrieving objects from a member's vehicle who is stranded on the lake. IE Gas.
 4. Accurate and complete information in the event of damage, an emergency, etc.

IX. SAFETY ISSUES

1. Docks are in bad need of repair and replacement. (b) (6) utilized the available boards to mend and replace boards on some docks. He was originally advised to purchase boards as needed. (b) (6) was later told to wait on additional purchases due to possible stolen funds and in order to have enough money to replace the heating and air unit in the clubhouse.
2. Docks do not have the required number of safety life rings. Most of the safety rings are in extremely poor condition.
3. Docks without safety ladders. (b) (6) was originally told by (b) (6) to make the ladders and to get them up to code. (b) (6) was later directed to stop the project in order to pick up swings at a yard sale, make the appropriate repairs and install the swings in front of the clubhouse.

X. Violations to the Club bylaws

1. Article 1 General Information

A. Section 2 Crab Orchard Recreation Association Inc is a non-profit corporation whose

purpose is the advancement of fishing, boating and camping and is endowed with the general powers by the statutes of the State of Illinois.

B. The organization does not appear on the IRS.gov search as a non-profit corporation as Blue Heron Campground and Marina or Crab Orchard Recreation Association.

C. The organization is listed with the state of Illinois as a non-profit. These records must match.

Entity Name	CRAB ORCHARD BOAT & YACHT CLUB, INCORPORATED		
File Number	27060340	Status	ACTIVE
Entity Type	CORPORATION	Type of Corp	NOT-FOR-PROFIT
Incorporation Date (Domestic)	06-16-1941	State	ILLINOIS
Duration Date	PERPETUAL		
Annual Report Filing Date	05-16-2023	Annual Report Year	2023
Agent Information	EDDIE MILLER 3697 OLD ROUTE 13 CARTERVILLE ,IL 62910-3338	Agent Change Date	10-24-2022

C. Section 4 Shareholders is defined as those people with voting rights. The organization is unable to confirm the status of members of all types. This is due to poor record keeping. A proper audit has not been performed to verify theft of funds and to verify members status. The office secretary and General Manager have stated this issue will only be resolved when members pay their 2024 annual dues.

D. Article II Officers and Site Custodian

A. Section 1 The officers of this corporation shall consist of General Manager, Assistant Manager, Secretary, Treasurer and three trustees. The position of Assistant General Manager is vacant and the current General Manager will not appoint or even actively look for one because he said that he does not trust anyone. I have repeatedly stated (b) (6) would be perfect for this position.

B. Section 2 The duly elected officers shall comprise the Board of Directors and shall be elected from among the Organization shareholders in good standing. The organization is unable to confirm members of all types due to poor bookkeeping and theft of funds. Three of the current board members have been appointed not elected, (b) (6) has had numerous board members resign while he has been president; treasurer, secretary, trustee. The seat of assistant manager remains vacant.

C. Section 3 The Site Custodian shall be employed by the Board of Directors. The Board of Directors shall outline the duties of the Site Custodian, and the Site Custodian shall report to the General Manager but be responsible to the entire Board for the performance of the duties as outlined by the Board and the By-laws. Failure of the Site Custodian to carry out and perform such duties shall be just cause for dismissal after proper notice is provided for corrective action needed and sufficient time is given for

correction. Major actions such as stealing, intoxication, fighting and any other potential felonies would result in immediate dismissal.

- i. (b) (6) requested and was granted a meeting with board members due to the hostile work environment, issues with bookkeeping, security issues (security camera unplugged in the office by the current office secretary, etc. This meeting was then denied by the general manager and the treasurer. They stated a meeting of this nature would require one week leave for the office secretary while an investigation was conducted.
- ii. The office secretary met with several board members individually, however, (b) (6) was not granted the same courtesy or a meeting as promised with the Board members.
- iii. (b) (6) was informed by the office secretary he was not permitted to leave the office with information required to notify slip holders and members of potential issues, boat rescues, etc. He was also informed by the office secretary no one is allowed on the computer except her.
- iv. (b) (6) was routinely met with indecisiveness from the general manager.

D. Article III Officer's Duties.

- i. Section 2 It shall be the duty of the Assistant Manager to assist the General manager in managing the affairs of the Organization. In the absence of the General Manager, he/she shall be vested with all powers of and perform all duties of the General Manager. The General Manager refuses to fill this position.
- ii. Section 3 The Secretary shall keep a record of the minutes and proceedings of all meetings of any kind and nature and shall give due notice to all share members of the date and hour set for such meetings. The Secretary shall keep all records of the Organization with the exception of Treasurer's records. The Secretary shall keep the Corporate Seal, Charter, Contracts, Leases, Evidence of Rights, Interests or Ownership of Property-Real, Personal or mixed, and such other records as may be transferred by virtue of a resolution of the Board of Directors.
5. The current Secretary was appointed by the General Manager, the current Secretary is not experienced nor have knowledge of how to perform these duties.
6. The office Secretary performs these duties at the meeting
7. Previous board members have not returned records to the organization.
- b. Section 4 The treasurer shall keep an accurate account of all funds of the Organization received or disbursed, shall deposit all funds and valuables in the name of and to the credit of the Organization in such banks or depositories as the Board of Directors shall designate. All checks drawn against

the accounts of the Organization can be countersigned by any two representative of the Executive Board. Executive board consists of General Manager, Assistant General Manager, Treasurer and Secretary. The Treasurer will ensure accurate and timely submission of federal and state financial and tax reports.

-The Treasurer does not balance the books or make the deposits. The current and past office secretaries have been performing these duties. The appointed treasurer has not performed an audit. The office secretary tracks and supplies all reports to the treasurer without confirmation or oversight by the treasurer.

4. Section 5 Trustees shall bear the obligation of investigating records and all business activities of the Organization and shall act as a special advisor to the other officers of the Organization. They shall also take on other obligations as assigned by the General Manager.

- The General Manager, Office Secretary and other board members will not allow an investigation into the stolen funds.

- An audit has supposedly been performed by the office secretary, however she is unable to confirm more than \$1500 cash found in the office.

- Any attempts of a true audit have been met with resistance by the General Manager and Office Secretary.

5. Section 7 It shall be the duty of the officers of this club to keep an accurate record of the proceedings of the Organization from year to year. These records shall be turned over to the newly elected officers of the Organization on or before the regular December meeting of the year.

- Previous board members have not returned Organization documents.

- Many records can not be found located.

6. Section 8 The General Manager shall appoint a committee to oversee the campground, one to oversee the boat docks, and one to oversee the remaining grounds, activity center and the Site Custodian residence.

- There are no committees assigned.

7. Section 9 In the event the Site Custodian or any other shareholder or User has a problem or complaint, they should approach the committee in charge of that area for resolution of the problem. If resolution is not made at that point, the committee must discuss the problem with the General Manager before the complaint is made to the Board at a meeting. If the shareholder or user feels that he/she has not received a satisfactory resolution of the problem from the committee or General Manager, he/she may voice the concern at the next regular meeting.

- (b) (6) had several discussions with the General Manager and others concerning the hostile work environment, inaccurate bookkeeping, by-laws and rules not being followed, theft, lack of professionalism, inappropriate behavior in the work place, etc.

(b) (6) was told he would meet with all board members concerning issues, however this was resented by the General Manager and Treasurer.

D. ARTICLE IV SITE CUSTODIAN DUTIES

1. Section 2 It shall be the duties of the Site Custodian to protect the properties of the Marina and Campground, to carry out such orders as may be issued by the Board of Directors through the General Manager, and to see that the regulations for the Activity Center, Campground and Docks are enforced.

1. (b) (6) repeatedly expressed the need for materials to properly fix the docks.

2 Section 3 The Site Custodian will be in full charge of seeing that the policies and By-laws of the organization are enforced. A Shareholder or User failing to comply with an order of the Site Custodian or violating the policies or By-laws of the Organization will be liable to suspension and/or terminated from the Organization. This will be strictly enforced.

- Rules are not clear and accurate as per the by-laws and regulations set forth by Crab Orchard Wildlife Refuge.

2. (b) (6) did not have access to dock rental information and other information required to notify members in the event of an incident. Records are not accurate or complete.

3. The Organization is not able to provide an accurate Shareholder, User or Slip rental list. They are unable to accurately verify who is in good standing for 2023.

4. (b) (6) was told by the General Manager and office secretary they were unable to find copies of by-laws, contract with the refuge and there is no true form of a policy and procedure manual.

3 Section 4 The Site Custodian shall attend all monthly meeting and shall make a report each month of the activities if required to do so by the Board of Directors.

5. The office secretary refused to ask or add Site Custodian requests to speak on various repairs, etc to the agenda for the next meeting.

6. No reports were ever requested.

E. Article V Annual Meeting

- i. Section 2 (4) The purpose of the annual meeting shall be to elect an auditing committee consisting of three Shareholders to audit the records.

- 1. 2022 audit was performed by (b) (6) (b) (6) (b) (6) and (b) (6) At that time an estimated \$36,000 was not accounted for. They were told this issue would be taken care of.

F. Article IX Fees

- i. Section 6 Dock Renters will receive up to 4 decals-1 decal for their boat, 2 for registered vehicles in their name and 1 for the boat trailer. Additional decals may be purchased for registered vehicles in their name for an additional cost of \$5 per decal.
 - 1. People are being overcharged and undercharged for decals. This was noted on slip rental contracts.
- ii. Section 7 All officers handling Organization funds shall be under bond.
 - 1. The past and current office secretaries make deposits.

G. Article XII Emergency Procedures

Major Storm- If the Site Custodian has knowledge of an imminent storm, he/she will announce that condition on the "bull horn" to let campers and other people in the area know of the situation. The Refuge will be notified later of damages.

- 1. (b) (6) was not supplied with a copy of the by-laws or given any such instructions.

H. Article XIII Safety and Health Committee

- i. Section 1 The Safety and Health Committee will consist of the Building and Grounds Committee and the Site Custodian. They will conduct bi-weekly reviews of safety factors around the facility. A record of these inspections will be maintained in the office for review.
 - 1. This by-law does not occur.
 - 2. The docks were a priority as they are in severe need of repair and replacement.
 - 3. The docks do not have enough life rings and the majority are in poor condition.
 - 4. All docks must have safety ladders. (b) (6) was in the process of making ladders but he was diverted to other projects. IE Swings and ropes on poles.