

LAKE ASSOCIATION MEETING

DATE: JUNE 12, 2021

TIME: 9:00 AM

Zoom Meeting: <https://us02web.zoom.us/j/86499110413?pwd=d2NleVBaaFhKS3dYZ3hmeUtScTcyQT09>

Meeting ID: 864 9911 0413

Passcode: 433008

OPERATIONS

1 – CALL TO ORDER / ATTENDANCE – **9:07 AM LAURA**

2 – APPROVAL / ADDITIONS OF THE AGENDA MOTION – **NORM/SUE APPROVED.**

3 – APPROVAL OF LAST MEETING MINUTES MOTION – **GARY/SUE APPROVED.**

AGENDA:

1) OLD BUSINESS (10 mins)

- (a) Woodrow Pavement – ~~Stacy~~ Laura Woodrow township is interested in partnering with us on this project to paint an AIS prevention message on the asphalt on 14th Ave near Baby Lake public access, and had this on their agenda since last Fall. They have asked for us to provide a proposal of what it would cost from a pavement painter. The lake association should bring the proposal for consideration to the next township meeting on the 2nd Thursday of the month. Gary volunteered to move forward with this project. Laura to send Gary the sign sample and road placement. It was suggested that perhaps Cass County would partner on the cost or provide the painting crew. This could be a pilot project for other public boat accesses in the count.
- (b) 501c3 – Investments – Mike G – was going to check if we could do this. Laura – research possible carryover limits **Postpone to next mtg**

2) NEW BUSINESS (60 mins)

- (a) Open Positions / Board of Directors – Laura
 - Baby Lake Rep- Current board to do outreach and provide leads to President.
 - Kerr Lake Rep – **inquiries have been emailed to a few property owners**
 - Website Co-Master- **continue to seek someone for this open position, can be a family member or non-property owner.**
 - Membership Chair- **Stacy provided resignation on 6/10/21, but will complete current data entry to process all of the memberships and help transition the position.**
- (b) Potential New Volunteers – Laura
 - Fisheries - **Volunteer inquiry from membership renewal from a Baby Lake resident to be on the Fisheries Committee. This category had been disbanded, but the Board decided it is open to having a new committee formed for Fisheries management of all lakes, if possible. Liaison between our lakes and the DNR to keep us informed on**

fish stocking dates, which lakes are stocked with what type of fish, fish counts, etc.
*Add all open positions on agenda for next month and until filled.

(c) Website Fees – Charley Sue Reported:

Webmaster to submit for reimbursement to Treasurer –
Domain Registration was paid in June \$18.
Website hosting due in August for \$180.

(d) Adopt Sound Management Practices: Laura and Karla

- Review / Update Job Descriptions (in sync with bylaws)- The review of the Policy Manual and Job Descriptions will be an ongoing project this year. The new Bylaws take precedence, if there is a conflict between the two documents. The goal is to update the Policy Manual to make it current and succinct with the Bylaws before the end of the year. Current board members will provide updates to their job descriptions in the next 2-3 weeks. It's possible a small working committee will be formed this fall to revise the rest of the document and bring recommendations to the board for approval.

- IRS Training on Staying Exempt –

<https://www.stayexempt.irs.gov/home/existing-organizations/maintaining-501c3-tax-exempt-status>

It was recommended that all board members should take the IRS course before the end of the year so that we are all familiar with the rules and what is required by the IRS to maintain our 501(c)3 status. Laura to resend the training link to all board members.

- Safety Deposit Box – 2 keys required – Pres/Treas (required by new Bylaws)
Documents to be stored

- Required by IRS: 1023 application, 501(c)3 approval letter, current bylaws, any state records, 3 years meeting minutes.
- Additional: Membership and Treasurer backup drives, 7 year's bank statements and old check registers, 3 years Final Annual Budgets, Banking Audit results, PO Box (extra Key), Debt Instruments (if any), Legal paperwork (if any), Insurance Policies (if any).

Karla will open the Safety Deposit Box before the next board meeting. Laura and Karla will be signers and have the keys, two keys will be required to open the box, and will collect the documents and items as listed above to be stored in the box. No motion required for this, as our Bylaws already require it.

- Other? Please bring your additional suggestions to the meeting.

Discussion took place regarding purchasing an insurance policy for the board. It was suggested to consider a D&O Liability Policy if we get into things like property donations or other legal documents or contracts where we might need some protection. No action at this time.

Additional request was made to have draft meeting minutes to the board sooner than they are currently being distributed. It's difficult to remember action items that were made or follow-up that needs to take place. It was suggested that the board should have a copy of the draft meeting minutes within about 7 days of the meeting.

- Savings Account – 2 signatures required – President and Secretary – MOTION: Amount to transferred – No motion was taken on this. It was decided to not take action on opening a savings account at this time, all monies will remain in the checking account, but the board will remain open for future discussion on this topic. It was decided that the Treasurer will provide the most current budget, the most current bank statement and a copy of the check register@ all board meetings. This will be added to duties of treasurer job description. Additionally, there will be an Annual Audit as outlined by the bylaws.
- (e) Website Fees – Charley – Charley will pay and submit for reimbursement to keep the website and domain open for us.
- (f) Beaver Report – Brian/Laura
 (Brian via email): All is good on Kid lake the only item of mention is that the beaver trappers efforts are really working in keeping the kid/baby channel open. Water has been free flowing all winter/spring and kid/lost seem somewhat lower than the normal but that's probably due mostly to the lack of rainfall.
 (Laura): There were 13 beavers trapped on Kid, 3 beavers trapped on McKeown by our trapper. 2 beavers were trapped on Kerr (by Cass County) and the Clemson leveler has been repaired and opened by the Cass County Highway Department on Kerr Lake.
 **Cass County is responsible for clearing all culverts and beaver control in culverts under county highways and keeping the Clemson leveler clear and operational on Kerr Lake.
 **Woodrow Township takes care of the same for all culverts under township roads.
- (g) Annual Meeting Signs – Brian Postpone discussion to next meeting
- (h) Lake Membership Dues – online payments – Sue Discussion took place to provide online payments on the website via PayPal. Charley will gather information and provide the board with a project plan and costs at the next meeting to the board.
- (i) Loon Count Date – Sue Next Loon Count: July 24, 2021

3) **COMMITTEE REPORTS (20 mins)**

Financial Report – Current budget, copy of checkbook balance and copy of bank statement provided for review. There is \$23,329.03 in the checkbook. 160 memberships processed as of 6-8-21

Membership – No report provided

Lake Management Plan – Plan needs to be updated. No action has been taken.

AIS – ***Randy to talk with Dick on LinoPro and get pricing. – No report provided

Water Quality – No report provided – water samples are being taken.

Newsletter – Newsletter was delivered, and well received. Lots of positive feedback.

Website – No report provided.

Lake Reps/Buoys – Gary, Monica, Lois, Norm - Buoys are out on McKeown, Man and Baby Lake

McKeown no beaver action, 3 new property owners since last year and a few properties going up for sale, water samples being taken. Kid, water samples are done, went smoothly. New cabin owner on Kid, gave them a newsletter. Water level down on Kid and there are 2 loons. Buoys are in, water samples being taken and a couple of loons on the lake. All good on Lost Lake

A question came up on buoy placement for Baby Lake. Baby Lake Buoy near the Camp between Baby/Man needs to be looked at. The extra old buoy for Baby Lake will be revitalized to float better and placed in Baby if possible. Lake Directories may contain some old data or may be missing some newer property owner's information. It may be a quirk in the database. New directories will be sent once this has been resolved.

4) **Upcoming Board Meetings & Events**

Board Meeting - June 12, 2021

Boat Parades – July 4, 2021

Board Meeting - July 17, 2021 – hybrid meeting (virtual and in-person) Sue Ready House
 Annual Meeting – July 31, 2021 – possibly in person or hybrid, Stan to check with Church on availability
 Board Meeting - August 21, 2021

5) Motion to Adjourn – NORM/MONICA 10:44 AM APPROVED.

ACTION ITEMS:

- Laura to send Gary the road sign image and map for painting AIS prevention message on asphalt on 14th Ave.
- Laura will continue to work with all board members on updating all job descriptions.
- Laura to resend the IRS training link to all board members. All board members should take the course in the next 3-6 months.
- Karla and Laura to open safety deposit box and deposit specific list of items above before the next board meeting.
- Connie - Meeting Minutes to be reviewed by President and then a draft/unapproved copy sent to the full board within 7 days of the meeting, so that board members know what was discussed and any action items needed prior to the next meeting.
- Charlie - put together a business workplan or proposal of what would be required to add payment processing for membership dues and donations on the website. He will provide the board with any fees associated.
- Stan to follow-up with Rob on Buoy placement questions.
- Stan to follow-up on Church availability for Annual Meeting.
- All board members to review/update their job descriptions and send to Laura 1 week prior to the next board meeting.
- New Member Packets available for pick-up (made by Stacy) – can be picked up at Laura’s house. Please call first at 612-709-2248

BOARD MEMBERS:					
Executive Committee – Voting Members	April 17	June 12	July 17	Annual Mtg July 31	August 21
Laura Turnacliff, President	X	x			
Randy Turnacliff, VP	X	absent			
Karla Lutterman, Treasurer	X	x			
Connie Johnson-Schmitt, Secretary	X	absent			
Membership Chair - OPEN		open			
Standing Committee Leads – Non-Voting Members					
Brian Laudenbach, Past President	X	absent			
Mike Schmitt, Water Quality	X	absent			
Stan Kumpula, Lake Mgmt Plan	X	x			
Charley Ready, Web Master	X	absent			
Sue Ready, Newsletter/Loon Counts	X	x			
Dick Bottorff, AIS		absent			
Mike Gulbrandson, Historian	X	absent			
Lake Representatives – Voting Members					
Rob Chapman, Baby Lake	X	absent			
xx, Baby Lake - OPEN		open			
Monica Laudenbach, Kid Lake		x			
Gary Rueter, Lost Lake		x			

Lois Anderson, Man Lake	x	x			
Norm Wieland, McKeown Lake	X	x			
Kerr Lake – OPEN		open			