

MEETING AGENDA

Meeting: CLAA Annual Meeting – JULY 2021		Key Roles <i>(see side 2 for definitions)</i>	
Date: 7/10/2021 – Saturday morning		Meeting Leader: Michael Brunet	
Start Time: 9:00 AM	End Time: 11:00 AM	People Facilitator: N/A	
Location: Jacksonport Town Hall In person only Dial-in: Online:		Process Facilitator: N/A	
Participants: (Board member date)/(officer date) President - Mike Brunet 2023/2021 P A E Vice-President Gwenn Graboyes 2023/2022 P A E Treasurer Sue Oldenburg 2021/2022 Renew? P A E Secretary Kathy Steinmetz 2023/2021 P A E Chuck Birringer 2022 P A E Pat Canney Appointed (2021) P A E Bob Defaut 2022 P A E Ralph Dunn 2021 Renew? P A E Fred Foreman 2021 Renew? P A E Richard Martin 2021 Renew? P A E John Meyer 2022 P A E Christine Moe 2023 P A E Heather Smith 2022 P A E Betty Van Bellinger 2023 P A E Mark Weisse 2022 P A E GUESTS		Timekeeper: Christine Moe Follow CDC guidelines: Respect those that want to wear a mask, maintain social distancing, if vaccinated, you may remove masks, if you have any symptoms or been in contact with any positive persons within last 14 days, or tested positive within the last 10 days, please do not attend. After the meeting, please help clean up chairs and tables with cleaning/sanitizing spray provided by Jacksonport. Registration: Secretary and John Meyer	
Meeting Purpose: Annual Membership meeting		Minute Taker: Kathy Steinmetz	
Preparation Required: Review Agenda and July Annual Meeting 2020 minutes; Summarize Committee Actions;		Scribe: N/A	

Commented [MB1]:

TIME (min.)	TOPIC	PURPOSE* (See footer)	DISCUSSION LEADER	DESIRED OUTCOME
1	Call to order		President	Members energized and prepared for meeting.
3	Introduce Board Members	P	President	
3	Determine Quorum	P/F	Secretary	Determine Quorum (15% of paid members 5.4).
2	Approval of Agenda	P	President	Set the order of meeting

* P = Presentation
(Information Sharing)

PS = Problem Solving
(Information Processing)

D = Decision Making
(Information Sharing)

F = Feedback

Revised 1.11.95
Page 1

MEETING AGENDA

3	Secretary Report	P	Secretary	Corrections/Approval of July 2020 Annual meeting minutes;
5	Treasurer Report	P/D	Treasurer	Paid membership data; Presentation of 2021 Financial Report; Presentation of 2022 Budget; Approval; motion to approve Dues for 2022 Section 4.3)
5	Projects' status	P		If needed
	New Business	D	All	
5	Election of Board members	D	President	Board (3 year term): Annual Meeting – Dunn, Foreman, Martin, Oldenberg (renew for 3 year term): Elect other board members as needed Vote Christine Moe to expire 2023; Note: Officers (2 year term): Fall Board Meeting – President, Secretary, possibly Treasurer? Looking for members to serve as officers
3	Any Member concerns?			(5.0)
5	And additional business	P		Properly brought to the Board
	Committee Reports			Limit to 5 minutes, 2 slides/committee
5	Social Events	D	Martin	
5	Fish/Wildlife	D	Canney	
5	Water Quality and Vegetation	D	Weisse	
5	Lake safety and Maintenance	P	Defaut/Canney	
5	Ad Hoc Boat Ramp	D	Weisse	

* P = Presentation
(Information Sharing)

PS = Problem Solving
(Information Processing)

D = Decision Making
(Information Sharing)

F = Feedback

Revised 1.11.95
Page 2

MEETING AGENDA

5	Communications	P	Birringer	
5	Website	P	Birringer	
5	Membership	P	Paulson	
5	Associate Member Applications (section 3.1.d)	P	Birringer	
5	Cooperative Purchasing	P	Birringer	
3	Update Action Register	F/D	Secretary	Summarize Actions identified/reviewed and assigned. Next meeting July 9 2022 Annual Meeting 9:00AM - 11:00AM .
15	Speaker	P	Weisse	Introduce Land Trust Representative; also, possible discussion on Donating property to DC Land Trust
	Evaluate Meeting Effectiveness	F	People Facilitator	Plusses (+) and minuses (-) of meeting identified

* P = Presentation
(Information Sharing)

PS = Problem Solving
(Information Processing)

D = Decision Making
(Information Sharing)

F = Feedback

Revised 1.11.95
Page 3

MEETING AGENDA

Roles

Meeting Leader

- Starts the meeting
- States the purpose
- States the desired outcome
- Says what type of meeting
- Says what decision-making style and back-up
- Reviews agenda
- Assigns roles and hands out cards
- Moves through agenda
- Role models use of tools and processes with support from process facilitator
- Ensures actions, decisions are recorded
- Asks minute taker to summarize actions, decisions
- Closes meeting
- Collects cards

People Facilitator

- Reminds group each is a secondary facilitator
- Observes group, watching for full participation
- Speaks up, using IPBs to help meeting move forward
- Does process checking, gate-opening, gate-closing (as required)
- Identifies, manages disruptive behaviors
- Tests for consensus
- Helps leader move through agenda
- Helps ensure actions/decisions are recorded
- Helps leader and minute taker summarize actions (if required)
- Does +/-s of meeting
- Meets briefly with leader after meeting close to review +/-s

Process Facilitator

- Reviews application of tools and processes
- Advises group on use of processes and tools (i.e., brainstorming, PSP, QIP, list reduction, fishbone, etc.)
- Conducts steps of the process (as required)
- Conducts application of tools (as required)
- Reviews outcome of process
- Leads inspection questions on steps of PSP and QIP
- Advises on future actions
- Helps leader identify action items/decisions
- Helps leader minute taker summarize, etc., etc.

Timekeeper

- Keeps time based on agenda
- Informs group of total time, time remaining (“half way,” “5 minutes left”)
- Negotiates time (if more is required)

Minute Taker

- Records decisions and actions
- Reviews and updates action register
- Reviews new actions/assignments at end of meeting
- Publishes minutes and action register

Scribe

- Writes on flipchart or whiteboard using participant’s words
- Keeps visible record of group’s work

Secondary Facilitator

- Speaks up, using IPBs to help meeting move forward
- Does process checking, gate-opening, gate-closing (as required)
- Identifies, manages disruptive behaviors
- Tests for consensus
- Helps leader move through agenda