

MEETING AGENDA

Meeting: CLAA Annual Meeting – JULY 2022	Key Roles <i>(see side 2 for definitions)</i>																																																												
Date: 7/9/22 – Saturday morning (after the Board Meeting)	Meeting Leader: Mike Brunet																																																												
Start Time: 9:00 AM	End Time: 11:00 AM																																																												
Location: Jacksonport Town Hall Dial-in: 978-990-5000 Free Conference Call (FCC) Access Code: 138194# Online: https://Join.freconferencecall.com/mmbrunet4401 Online Meeting ID: mmbrunet4401	People Facilitator: N/A Process Facilitator: N/A																																																												
Participants: (Board member date)/(officer date) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">President - Mike Brunet 2023/2023</td> <td style="width: 10%;">P</td> <td style="width: 10%;">A</td> <td style="width: 10%;">E</td> </tr> <tr> <td>Vice-President Gwenn Graboyes 2023/2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Treasurer Chuck Birringer 2022/2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Secretary Kathy Steinmetz 2023/2023</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Bob Fox 2024</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Bob Defaut 2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Ralph Dunn 2022 (1 year appt)</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Fred Foreman 2024</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Richard Martin 2024</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>John Meyer 2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Christine Moe 2023</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Heather Smith 2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Betty Van Bellinger 2023</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>Mark Weisse 2022</td> <td>P</td> <td>A</td> <td>E</td> </tr> <tr> <td>GUESTS</td> <td></td> <td></td> <td></td> </tr> </table>	President - Mike Brunet 2023/2023	P	A	E	Vice-President Gwenn Graboyes 2023/2022	P	A	E	Treasurer Chuck Birringer 2022/2022	P	A	E	Secretary Kathy Steinmetz 2023/2023	P	A	E	Bob Fox 2024	P	A	E	Bob Defaut 2022	P	A	E	Ralph Dunn 2022 (1 year appt)	P	A	E	Fred Foreman 2024	P	A	E	Richard Martin 2024	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: Gwenn Graboyes 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. Food and Refreshments to follow in Townhall for membership. After the meeting, please help clean up chairs and tables with cleaning/sanitizing spray provided by Jacksonport.
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Meeting Purpose: Annual Membership meeting	Minute Taker: Kathy Steinmetz																																																												
Preparation Required: Review Agenda and June 2022 minutes; Summarize Committee Actions;	Scribe: N/A																																																												

TIME <i>(min.)</i>	TOPIC	PURPOSE* <i>(See footer)</i>	DISCUSSION LEADER	DESIRED OUTCOME
1	Call to order		President	Members energized and prepared for meeting.
2	Roll Call	F	Secretary	Determine Quorum (15% of paid members 5.7). As of 6/11/22, 15% of 220 = 33 members
2	Approval of Agenda	P	President	Set the order of meeting
5	Secretary Report	P	Secretary	Corrections/Approval of July 2021 Annual meeting minutes;

* P = Presentation
(Information Sharing)

PS = Problem Solving
(Information Processing)

D = Decision Making
(Information Sharing)

F = Feedback

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5	Treasurer Report	P	Treasurer	Presentation of 2021 Financial Report & Approval; presentation of 2023 Budget & Approval; Motion to approve dues for 2023
5	Projects status	P	Committee Chairs	As needed
1				
15	Guest Speaker - Annual Meeting	P/D	Foreman	Sheriff Possible – Neighborhood Watch options; Sevastopol Representative - Sevastopol Dam Operations, Q and A for DNR
3	New Board Member Presentation	Board Comm	Weisse	Steve Vieau (3), Tim Temby(3), Peter Ries(3), Carol Kalscheur (2) and Terry Schneider (3). Any other possibilities? Election at Annual meeting. Request Current board members mentor/be available to answer questions for new board members.
		P		
	New Business	D	All	
5	Election of Board Members	D	President	Board: Annual Meeting – Steve Vieau(3), Tim Temby(3), Peter Ries(3), Carol Kalscheur (2) and Terry Schneider (3), Nominations from the floor.
5	Any member concerns	P	President	(5.0) Answer or refer to Committee Chairs
		PS		
5	Any new Business	P	President	
	Committee Reports			Limit to 5 Minutes, 2 slides/committees
5	Social Events	D	Martin	Boat Parade – July 3; Annual Meeting July 9, 2022 Fall Dinner – 9/10/2022, Log Den August? Budget for 2023
5	Fish/Wildlife	D	Fox	Fish Stick planned projects/Maintenance – Ice and current, longer stakes; Budget for 2023
5	Water Quality and Vegetation	D	Weisse	See WQVC report; Weekend Ramp volunteers; see proposed budget for 2023

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5	Lake safety and Maintenance	P	Fox/Weisse	Response from Sevastopol on pier height reduction and adding bolt on bumpers on both sides? Buoy installation status; dates; Requested that Ryan Pichler and Mark Haen speak at annual meeting. Mark Haen working on updated Dam document. Mark Weisse document link “Clark Lake Dam An Introduction”, a 17 page document. Buoy Drift in East Bay.
		D		
5	Communications	P	Birringer	Updates, Newsletter author – Terry Schneider, proposed budget for 2023
5	Website	P	Birringer	Updates, Cost increase for budget 2023?
5	Membership	P	Birringer	Updates; List of members that paid 2022; new membership Chair
2	Associate Member Applications (section 3.1.d)	P	Birringer	Any new ones?
5	Cooperative Purchasing	P	Birringer	Internet, Blacktop, Propane, Garbage/Recycling, Sealcoating
4	Update Action Register	F/D	Secretary	Summarize Actions identified/reviewed and assigned. Next Annual meeting July 8, 9:00 AM, Jacksonport Town Hall
	Evaluate Meeting Effectiveness	F	People Facilitator	Plusses (+) and minuses (-) of meeting identified

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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