

MEETING AGENDA

Meeting: CLAA Board of Directors Meeting – AUGUST 2022	Key Roles <i>(see side 2 for definitions)</i>
Date: 8/13/22 – Saturday morning	Meeting Leader: Mike Brunet
Start Time: 8:30 AM	End Time: 10:00 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) 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 Jill Carstens 2023 P A E Bob Fox 2024 P A E Fred Foreman 2024 P A E Carol Kalscheur 2024 P A E Richard Martin 2024 P A E Christine Moe 2023 P A E Peter Ries 2025 P A E Terry Schneider 2025 P A E Tim Temby 2025 P A E Betty Van Bellinger 2023 P A E Steve Vieau 2025 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. After the meeting, please help clean up chairs and tables with cleaning/sanitizing spray provided by Jacksonport.
Meeting Purpose: Monthly Board 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 (majority of members 5.7).
2	Approval of Agenda	P	President	Set the order of meeting

* P = Presentation
(Information Sharing)

PS = Problem Solving
(Information Processing)

D = Decision Making
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F = Feedback

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3	Secretary Report	P	Secretary	Corrections/Approval of July board meeting minutes;
5	Treasurer Report	P	Treasurer	Paid membership down slightly from last year; Current Balance – see report; Approval; has the gift certificates for retiring directors
2	Presentation/Approval of Expenditures	P	Treasurer	Present bills if any; No bills Approvals
1	2022 meetings	P/D	President	Second Saturday, 8:30AM, May - September – Meeting in person; continue with optional Masking and Social distancing, cleanup/sanitize tables/chairs –
2		P/D		
5	New Board Member Presentation	P/D	President	Steve Vieau (need email), Tim Temby, Peter Ries, Terry Schneider, and Carol Kalscheur (2-year to complete R. Dunn’s position). Appoint Jill Carstens to a 1-year term until voted on at Annual meeting July 2023. Vote to extend term to 2025. Need Steve’s contact information to send correspondence. Volunteer /Assign to committees
		P		
	New Business	D	All	
5	Request/document to adjust lake levels	P/D	All	Approve \$500 for DNR to update/evaluate lake levels, appoint Dam committee to evaluate requirements present a written request to Board. See requirements in DNR letter dated 7/1/22. Determine how to get lake owner input – Survey, solicit members to be on committee, get specific measurements, etc.
		P		
		PS		
5	Officer Terms Expiration	P	President	VP – Graboyes 2022, Treasurer – Birringer 2022. Possible replacements?
	Committee Reports			

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5	Social Events	D	Martin	August event – Poker Run, Kayak; Fall Dinner – 9/10/2022, Log Den (Guest Speaker – Sheriff Tammy Sternard), cost, \$5 discount for early RSVP payment Poker run?
3	Fish/Wildlife	D	Fox	Fish Stick planned projects/Maintenance – Ice and current, longer stakes;
6	Water Quality and Vegetation	D	Weisse	See WQVC report; Weekend Ramp volunteers;
5	Lake safety and Maintenance	P	Fox	Ridge raked down July 2022, Bumper/fender update
3		D		
3	Communications	P	Birringer	Updates, Newsletter author – Terry Schneider, Requires quarterly input from committee chairpersons, NEW Facebook Administrator – Frank Christensen (on Whitefish Ct). Thanks, BJ for all your work on this.
2	Website	P	Birringer	Updates, now working. Pricing for propane, seal coating, and garbage/recycling have been updated. Bylaws have been updated, Board of directors has been updated; membership list by name updated 8/8/22; membership list by address updated 8/8/22; Fall dinner info updated; August Agenda and July minutes updated
2	Membership	P	Birringer	Updates; List of members that paid 2022; new membership manager needed; membership list by address updated 8/8/22; List of Members by Directors has been updated
2	Associate Member Applications (section 3.1.d)	P	Birringer	Any new ones?
2	Cooperative Purchasing	P	Birringer	Internet, Blacktop, Propane \$210.9/gal, contracts being mailed as of 7/28/22 per Lakes. Pricing for propane, seal coating, and garbage/recycling have been updated.
2	Update Action Register	F/D	Secretary	Summarize Actions identified/reviewed and assigned. Next meeting September 10, 2022, 8:30 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