

MEETING AGENDA

Meeting: CLAA Annual Meeting – JULY 2024	Key Roles <i>(see side 2 for definitions)</i>
Date: 07/20/24 – Saturday morning	Meeting Leader: Mike Brunet
Start Time: 9:00 AM	End Time: 10:30 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 expire date)/(officer expire date) President - Mike Brunet 2026/2025 P A E Vice-President – Christine Moe 2026/2024 P A E Treasurer - Tim Temby 2025/2024 P A E Secretary - Kathy Steinmetz 2026/2024 P A E Jill Carstens 2026 P A E Fred Foreman 2024 P A E Gwenn Graboyes 2024 P A E Carol Kalscheur 2024 P A E Terry Schneider 2025 P A E Betty Van Bellinger 2026 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.
Meeting Purpose: Annual meeting	Minute Taker: Kathy Steinmetz
Preparation Required: Review Agenda and August 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.
4	Roll Call	F	Secretary	Determine Quorum (majority of members 5.7). 219 paid, 15% 33 members, compared to 232 in 2023.
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

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3	President Report	P	President	Using different format to speed up Annual meeting. Documents sent out electronically prior to meeting. 2024 Board meeting dates: 7/20 (also Annual meeting), 8/10, 9/14 Using Call-in to increase attendance, this is not adequate for large meeting – poor bandwidth, difficult hearing in large room. Please be patient and bear with us.
3	Secretary Report	D	Secretary	Corrections/Approval of July 2023 Annual meeting minutes On website;
2	Treasurer Report	P/D	Treasurer	Paid membership 219, Present 2023 Year End Numbers On website see report for more information; Approval;
4	Presentation/Approval of 2025 Budget	P/D	Treasurer	Present 2025 Budget Approve Budget
2	Additional Board members	P/D	Moe	Board composition (ref 6.1) 7 to 14, currently, 11; Board member terms expiring 2024 – Foreman - renew, Graboyes 3-year term, Kalscheur - renew, - Vote to approve renewal Any new Board members? Vote to approve Spreadsheet with officers and committee chairpersons being added to website
10 - 15	Guest Speaker	P	DCIST	Jason Miller (Door County Invasive Species Team Leader)
5	New Business		All	
	Member concerns	P		Present submitted written concerns
3	Stop at signup table	P	Weisse	Table set-up for volunteer sign-up and clothing sale/order
	Adjourn	D		

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	Committee Reports			See separate Committee Report Document dated 7/4/24
2	Update Action Register	F/D	Secretary	Summarize Actions identified/reviewed and assigned. Next scheduled meeting July 12, 2025, 9:00 AM, Jacksonport Town Hall;
	Evaluate Meeting Effectiveness	F	People Facilitator	Plusses (+) and minuses (-) of meeting identified

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