

**Circle Lake Association  
Standard Operating Procedures  
EIN # 27-0688525**

These standard operating procedures are designed to collect institutional knowledge in one place so that board members can remind themselves and each other of upcoming tasks. The board may wish to go over these procedures at each meeting to confirm responsibility and progress on tasks.

The board may reassign responsibility for any task from an officer noted below to another person.

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| <b>JANUARY</b> |
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- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - Decide whether to join and pay membership dues for Rice County Coalition of Lake Associations (COLA), Cannon River Watershed Partnership (CRWP), and any other organizations.
    - Finalize annual report for previous year.
    - Choose a date for this year's annual meeting and picnic.
    - Choose a liaison for COLA (COLA meetings are 3rd Tuesday of each month).
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
  - After meeting, send out annual report along with invitation to join or renew memberships.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.
  - Before meeting, send copy of year-end bank statement to board members so that everyone can verify that the association has exactly the amount of money stated in the treasurer's report.

- Prepare and file IRS Form 990 and check with association's accountant to review our books and ensure that we are filing anything we are required to file.
- Pay town-hall rental fees for the coming year's meetings. Cost is \$10/month. Make check for \$120 (or \$110 if only 11 monthly meetings are planned) payable to Forest Township and send to Arnie Horejsi, 4691 Millersburg Road, Lonsdale, MN 55046.

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| <b>FEBRUARY</b> |
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- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - Confirm volunteer for secchi disc readings for upcoming summer.
    - Begin planning for annual meeting; confirm volunteer(s) for preparing and distributing annual-meeting flyer.
  - Review these Standard Operating Procedures and confirm responsibility and progress.

- President:
- After meeting, prepare agenda for next month's meeting and send to board members.

- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
  - Post previous year's annual report on web site.

- Secretary:
- After meeting, prepare draft minutes and send to board members.

- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.
  - Send out gift receipts to previous year's contributors (if we regain IRS tax-exempt status) along with reminder about joining or renewing memberships.

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| <b>MARCH</b> |
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- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - Plan annual meeting.

- Review these Standard Operating Procedures and confirm responsibility and progress.

President: 

- After meeting, prepare agenda for next month's meeting and send to board members.

Vice President: 

- Before meeting, post agenda on web site.
- After meeting, post minutes (as approved) and treasurer's report on web site.

Secretary: 

- After meeting, prepare draft minutes and send to board members.

Treasurer: 

- Before meeting, prepare treasurer's report through end of previous month and send to board members.

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| <b>APRIL</b> |
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Association: 

- Hold annual meeting. Provide year-in-review (accomplishments, plans in progress, financial report) and hold election of board members to replace outgoing members.

Whole board: 

- Meet on the second Monday of the month at 7:00 pm.
- Review and approve minutes from previous meeting.
- Conduct new and old business as needed.
  - Make final plans for annual meeting.
- Review these Standard Operating Procedures and confirm responsibility and progress.

President: 

- After meeting, prepare agenda for next month's meeting and send to board members.

Vice President: 

- Before meeting, post agenda on web site.
- After meeting, post minutes (as approved) and treasurer's report on web site.

Secretary: 

- After meeting, prepare draft minutes and send to board members.

Treasurer: 

- Before meeting, prepare treasurer's report through end of previous month and send to board members.

## MAY

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - All officer positions expire and a new president, vice president, secretary, and treasurer are elected at the next monthly board meeting following the annual meeting. Position descriptions are in the bylaws.
    - Outgoing president calls meeting to order and conducts meeting through the election of new officers and then turns over the gavel to the new president.
  - Read the bylaws, including the document-retention policy.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- Get the Forest Town Hall key from the previous president.
  - After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
  - Update the web site to show the new officers and send updated contact information to DNR, COLA, Tri-Lakes, MPCA, CRWP, Minnesota Waters, Rice County.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
  - Get the association's files from previous secretary.
  - Study the document-retention policy.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.
  - Pay annual web site hosting fee. (Currently, lake resident Fred Wenthe is webmaster.)
  - Get the post office box key and the association's checkbook and financial records from the previous treasurer.
  - Visit the bank with previous treasurer to sign forms necessary to be an official signatory on the checking account. NOTE: Bank statements, along with all other CLA-related mail, should be addressed to the CLA post office box, not to the treasurer's (or any other individual's) address.

## JUNE

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.

## JULY

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.

## **AUGUST**

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.
  - Pay annual post office box fee. (We have PO Box 147 at the Northfield Post Office.)

## **SEPTEMBER**

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.

## OCTOBER

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
- Treasurer:
- Before meeting, prepare treasurer's report through end of previous month and send to board members.

## NOVEMBER

- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - Discuss content for annual report (to be sent out in January) and assign responsibilities for preparing report.
  - Review these Standard Operating Procedures and confirm responsibility and progress.
- President:
- After meeting, prepare agenda for next month's meeting and send to board members.
- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer's report on web site.
- Secretary:
- After meeting, prepare draft minutes and send to board members.
  - File annual business renewal with Minnesota Secretary of State. Must be done by 12/31 each year. Instructions:
    1. Go to <http://www.sos.state.mn.us/>
    2. From the Quick Links pull-down, select "File Annual Business Renewal."

- 3. Follow directions to renew. (Entity type is NP – Non-Profit Corporation.)

- Treasurer:
- Before meeting, prepare treasurer’s report through end of previous month and send to board members.

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| <b>DECEMBER</b> |
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- Whole board:
- Meet on the second Monday of the month at 7:00 pm.
  - Review and approve minutes from previous meeting.
  - Conduct new and old business as needed.
    - Discuss progress toward annual report and assign last tasks needed to complete.
  - Review these Standard Operating Procedures and confirm responsibility and progress.

- President:
- After meeting, prepare agenda for next month’s meeting and send to board members.

- Vice President:
- Before meeting, post agenda on web site.
  - After meeting, post minutes (as approved) and treasurer’s report on web site.

- Secretary:
- After meeting, prepare draft minutes and send to board members.

- Treasurer:
- Before meeting, prepare treasurer’s report through end of previous month and send to board members.

**Document Revision Tracking**

| <b>Date</b>        | <b>Author</b>  | <b>Change</b>  |
|--------------------|----------------|--|
| August 19, 2010    |                | Start of revision tracking.                            |
| August 19, 2010    | Denise Klokow  | Added dues reminder to December.                       |
| September 20, 2010 | Denise Klokow  | Moved annual payment of the post office box to August. |
| January 10, 2011   | Denise Klokow  | Moved annual payment of town hall space to January.    |
| March 24, 2013     | Bob Gilbertson | Added details about preparing and filing IRS forms.    |
| April 8, 2013      | Bob Gilbertson | Updated procedures and restructured format             |