

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

August

Second Monday 7:00 pm Board Meeting

First meeting of the year for newly elected and returning board members. Outgoing president calls the meeting to order and conducts meeting through the election of new officers and then turns over the gavel.

Distribute by email the names of new officers after the August meeting.

Update contact information to: DNR, COLA, Tri-Lakes, MPCA, CRWP, Minnesota Waters & Rice County.

All officer positions expire and a new president, vice president, secretary and treasurer are elected. Position descriptions are in the Bylaws and posted on the web site.

Forest Township Hall key and archive records are transferred to new president. Post office box key is transferred to new vice president (or designee). Checkbook and financial records are transferred to new treasurer. Year's emails and electronic documents are saved to a CD and provided to the new secretary. New secretary and president should read the document retention policy. All board members should read the Bylaws.

New Treasurer and president need to visit the 1<sup>st</sup> National Bank of Northfield to sign a form in order to be an official signatory on the checking account.

\*Bank statements, along with all other CLAA related mail, should be addressed to the CLAA post office box.

Pay annual post office box fees. Box is at the Northfield post office.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Choose a date for the next annual picnic.

September

Second Monday 7:00 pm Board Meeting.

COLA meeting on the 3<sup>rd</sup> Tuesday.

Treasurer to present financial report.

Distribute lake directories to paid members only.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Designate a web liason

#### October

Second Monday 7:00 pm Board Meeting.

Treasurer to present financial report.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

#### November

Second Monday, 7:00 pm Board Meeting.

COLA meeting on third Tuesday.

Treasurer to present financial report.

File Annual Business Renewal with Minnesota Secretary of State:

Instructions for filing the annual business renewal:

(Must be done by 12/31 each year.)

1. Go to <http://www.sos.state.mn.us/>
2. From the Quick Links pull down, select "File Business Annual Business

Renewal"

1. Follow directions to renew.

NOTE: File Number is 3818238-2

Entity Type is **NP – Non-Profit Corporation**

If board votes to continue its membership in the Cannon River Watershed, annual dues of \$50.00 are due at this time.

Choose a liaison for the Cannon River Watershed.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Distribute newsletter.

### December

Second Monday, 7:00 pm Board Meeting.

Treasurer to present financial report.

Annual fee is due for the Township Hall meeting space. Cost is \$10 per month used (typically eleven since the annual meeting is a picnic held elsewhere). Check is made out to Forest Township and given to Mr. Arnie Horejsi at 4691 Millersburg Road.

If board votes to send a mid-year communication to all residents, begin to draft the content for approval at January meeting.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Send a reminder to residents to pay Circle Lake Association membership dues for the next calendar year.

### January

Second Monday, 7:00 pm Board Meeting.

COLA meeting on third Tuesday.

Treasurer to present financial report. Year ending bank statement available.

Must prepare and file Tax returns.

If board votes to send a mid-year communication to all residents, approve content and distribute.

If board votes to continue membership in COLA, annual dues of \$50.00 are due.

Choose a COLA liaison.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

## February

Second Monday 7:00 pm Board Meeting.

Treasurer to present financial report.

Pay any fees associated with resident communication (if sent).

Begin membership drive for 2009-2010 dues.

If board votes to continue to provide lake directories to paid members, begin to update records, draft the history of the island, and update maps as necessary.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Distribute Newsletter

## March

Second Monday 7:00 pm Board Meeting.

COLA meeting on third Tuesday.

Treasurer to present financial report.

Begin planning process for annual meeting and picnic (typically end of June or mid July date).

Straw or other erosion control requests, plans, ideas.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Confirm volunteer for secchi disc readings for the upcoming summer.

## April

Second Monday 7:00 pm Board Meeting.

Treasurer to present financial report.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

### May

Second Monday 7:00 pm Board Meeting.

COLA annual meeting on third Tuesday.

Treasurer to present financial report.

Draft promotional flyer for annual meeting and picnic.

Pay annual web site hosting fee. Fred Wenthe, lake resident, is webmaster.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

### June

Second Monday 7:00 pm Board Meeting.

Treasurer to present financial report. Most recent bank statement available for viewing at annual meeting.

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

Membership dues are due.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

Distribute newsletter

### July

Year end – Treasurer to close books and provide annual report.

Hold annual meeting and picnic either June or July. President and Vice President, along with board members, provide year-in-review (accomplishments, plans in progress, financial report) and hold election of board members to replace outgoing members.

President to post next month's agenda to web site (two weeks prior to meeting)

Secretary to submit meeting minutes to attending board members only (two weeks prior to meeting)

## 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. |
|                    |               |  |