

Circle Lake Association Board Meeting Agenda
May 13th 2019

1: Open meeting and noting time

2. Welome Scott Bisping

3: Election of officers

- A. President
- B. Vice-President
- C. Secretary
- D. Treasure



4: Appoint project heads

- A. Carp (currently Jason)
- B. Native Plants (currently Dean)
- C. Sediment (currently Keith)
- D. Invasive weeds (currently Mandi)
- E. LID (currently Brian)

5: Appoint Webmaster and Digital Accounts Manager (currently Kristen)

CLA website and the admin end of that. A Small Orange and CPanel, Google Suits our CLA .org email... ,race email list, race website, active.com, Amazon Smile, MN Gives, and Facebook and Twitter

6: Approval of past month's minutes

March and April

7: Review of Treasurer's report and current membership records

- a. Approve payment of any bills
- b. Membership Renewals from the April Annual Meeting

Circle Lake Association Board Meeting Agenda
May 13th 2019

8: Review of Project reports

A. Watershed/Sediment (Keith)

- Dredging Wolf Creek
- Schneider Ravine
- Grace Carlson

B. Carp (Jason)

- Carp Grate
- Numbers from Mertin
- Anything from Tony

C. Native plantings (Dean)

D. Invasive weeds (Mandi)

9: LID (Brian Panettiere)

10: Update on race (Dean)

12. Old business

- Tri Lakes Sportmens Club Project

13. New business

- Online/credit card payments (Kristen)
- MN Lakes & Rivers Advocates letter. (Dean)
- Would we like to make a donation to the LID

Circle Lake Association Board Meeting Agenda
May 13th 2019

Standard Operating Procedures Review
EVERY MONTH

Whole Board:

- Meet on the second Monday of the month at 7:00 pm at Forest Town Hall unless specifically canceled or changed.
- Review and approve minutes from previous meeting.
- Review treasurer's report, approve expenditures, etc.
- Review membership list
- Conduct old and new business as needed.
- Review these Standard Operating Procedures and confirm responsibility and progress.

President/ VP:

- Before meeting, prepare agenda and send to board members.

Secretary:

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

Treasurer:

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

Webmaster:

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

May

Whole board: ■ 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.
- Appoint webmaster and heads of projects for (1) watershed, (2) carp, (3) native plants, (4) weeds, and (5) sediment.
- Read the bylaws, including the document-retention policy. President: ■ Get the Forest Town Hall key from the previous president. Secretary:
- Get the association's files from previous secretary.
- Study the document-retention policy.
- Send updated contact info to COLA, Tri-Lakes, CRWP
- File annual renewal of registration with Minnesota Attorney General's Office. Here is a copy of part of the AG Office's 4-24-15 4 letter to the lake association: "Please visit <http://www.ag.state.mn.us/Charity/Download/Forms.asp> to download the annual reporting instructions and the form.
- Treasurer:
- Pay annual web site hosting fee. (Currently, lake resident Dean Sunderlin 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. Webmaster:
- Update web site to show the new officers.