

Circle Lake Association Board Meeting Agenda
August 12, 2019



1: Open meeting and noting time

2. Acknowledge Dale Petelinsek's Resignation

3. Address filling the open Board Seat

2: Approval of past month's minutes

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

- Approve payment of any bills

4: Review of Project reports

- A. Watershed (Keith)
- B. Carp (Jason Wood)
- C. Native plantings (Dean)
- D. Sediment
- E. Invasive weeds (Mandi)

5: Update on race (Dean)

6. Publicity/Website (Kristen)

7. Old business

- Weed Cutter
- Cormorants

8. New business

- Board Member Retention

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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.

August

Whole board: ■ Start thinking about projects on which we could partner next year with the Tri-Lakes Sportsmen's Club, whose annual budget meeting for the following year is typically held on the last Tuesday in November.

Treasurer: ■ Pay annual post office box fee. (We have PO Box 147 at the Northfield Post Office.)