

**CIRCLE LAKE ASSOCIATION**  
**STANDARD OPERATING PROCEDURES**  
**(approved by Board of Directors on September 12, 2016)**

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 to another person, whether that person is a board member or not.

Note: the association's tax ID number is 27-0688525.

<b>EVERY MONTH</b>
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|-----------------|--|
| Whole board:    | <ul style="list-style-type: none"><li>▪ Meet on the second Monday of the month at 7:00 pm at Forest Town Hall unless specifically canceled or changed.</li><li>▪ Review and approve minutes from previous meeting.</li><li>▪ Review treasurer's report, approve expenditures, etc.</li><li>▪ Review membership list.</li><li>▪ Conduct old and new business as needed.</li><li>▪ Review these Standard Operating Procedures and confirm responsibility and progress.</li></ul> |
| President / VP: | <ul style="list-style-type: none"><li>▪ Before meeting, prepare agenda and send to board members.</li></ul>  |
| Secretary:      | <ul style="list-style-type: none"><li>▪ After meeting, prepare draft minutes and send to board members.</li></ul>  |
| Treasurer:      | <ul style="list-style-type: none"><li>▪ Before meeting, prepare treasurer's report and membership list through end of previous month and send to board members.</li></ul>  |
| Webmaster:      | <ul style="list-style-type: none"><li>▪ Before meeting, post agenda on web site.</li><li>▪ After meeting, post minutes (as approved) and treasurer's report on web site.</li></ul>   |

## JANUARY

- Whole board:
- 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.
  - Choose liaisons for COLA (COLA meetings are 3rd Tuesday of each month) and Tri-Lakes Sportsmen's Club (meetings are last Tuesday of each month).
  - Finalize and arrange for distribution of annual report for previous year.
  - Choose a date for this year's annual meeting and picnic.

- Secretary:
- File annual business renewal for the new year with Minnesota Secretary of State. Must be done in each calendar 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.) Note that there are two entries for Circle Lake Association; the one to use has file number 3818238-2 and shows us as a "Nonprofit Corporation (Domestic)."

- Treasurer:
- 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 \$20/month. Make check for \$240 (or \$220 if only 11 monthly meetings are planned) payable to Forest Township and send to Renee Detlie, 3725 Millersburg Blvd, Faribault, MN 55021.

## FEBRUARY

- Whole board:
- Confirm volunteer for secchi disc readings for upcoming summer.
  - Begin planning for annual meeting; plan publicity; confirm volunteer(s) for preparing and distributing annual-meeting flyer.

Treasurer:       ▪ Send out gift receipts to previous year's contributors along with reminder about joining or renewing memberships.

Webmaster:       ▪ Post previous year's annual report on web site.

**MARCH**

Whole board:     ▪ Plan annual meeting.

**APRIL**

Whole board:     ▪ Make final plans for annual meeting. Hold annual meeting. Provide year-in-review (accomplishments, plans in progress, financial report, etc.) and hold election of board members.

Treasurer:       ▪ Double-check to be sure that any required tax returns have been filed.

**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

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.

**JUNE, JULY**

(No tasks specific to these months.)

**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.)

**SEPTEMBER, OCTOBER**

- Whole board:
- Plan Tri-Lakes projects.

## NOVEMBER

- Whole board:
- Discuss content for annual report (to be sent out in January) and assign responsibilities for preparing report.
  - Determine approach to possible partnerships with Tri-Lakes Sportsmen’s Club; confirm who will attend Tri-Lakes’ annual budget meeting (typically held on the last Tuesday in November).
- Secretary:
- Double-check to be sure that the calendar year’s annual business renewal has been filed with the Minnesota Secretary of State’s office. (For details, see January entry for Secretary.)

## DECEMBER

- Whole board:
- Discuss progress toward annual report and assign last tasks needed to complete.

### 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.
November 11, 2013	Bob Gilbertson	Streamlined format and updated entries.
July 13, 2015	Bob Gilbertson	Added Minnesota AG reporting and updated entries.
September 12, 2016	Bob Gilbertson	Updated info re: town-hall rental