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# Caribou Lake Annual Association Meeting Minutes

4 June 2022

- **Call To Order**

- Called to order at 8:30am by President, Cory Garden.
- Motion to approve prior year minutes - Motion opened, accepted, and second.
- Minutes approved.

- **Prior Year Financials**

- 2021 P&L distributed and discussed.
- Increase to 110 members allowed revenue and expense improve over prior year. -\$766.34 in the red with an unexpected end of year pontoon leak repair.
- Discussed plans to maintain balanced budget and it is the desire of the membership to maintain a balanced budget with the caveat that weed harvesting isn't stopped due to budget issues. The board would bring budget balance issues to the membership before stopping operation to allow for membership decision making. Discussed a trigger point or % threshold to enact savings account but not exceed without membership approval and board will make a recommendation. Do not believe this will be needed this year as membership funding is currently on pace for operational needs, but is practical to have in place for future operational needs where unexpected maintenance or higher expense (fuel, etc) may exceed budget plans.
- Discussed that 2021 P&L shared is a calendar year fiscal year versus starting June 1<sup>st</sup> of each year as it is proposed in the by-law updates to move to a January 1<sup>st</sup> fiscal year start to ensure we can capture any preseason and postseason expense and attribute it to the same operational year. Additionally, aligning memberships and earlier funding to budget supports a healthier fiscal plan. It should be noted that doing this penalized our P&L for 2021 (-\$766.34) as we did not include any of the 2022 payments received.
- Member suggestion to work on increasing membership and including a harvester one pager on what it does for our lake, property values, and why we need funding and participation to sustain. Board will include the one-pager in the second mailing to attain membership.
- Members discussed talking with their non-member neighbors on value of supporting the lake.
- Members discussed a survey on why people may not be members and what is important to them. Board is now ready to work on database, email, and survey tools. This is a year to implement this suggestion. We may need to mail this as non-members may not have provided email information.
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- **Election of officers:**
  - Jowain Wallin nominated for President.
  - Dan Ushan nominated for Vice President.
  - Kelly Vavra nominated for Treasurer.
  - Jen Garden will support transition and train Kelly Vavra on Treasurer duties.
  - Call for unanimous motion to approve. Motion accepted. No objections.
  - Note, Carrie Romundstad remains as Secretary – no change.
- **Board Member Transition**
  - Dan Urshan and Kelly Vavra joined the board members.
- **2022 Budget / Financial & Operating Plan**
  - Reviewed harvester plan for the year: Noted that we covered most of this in the financial section discussion.
  - While discussed in financials, noting it here on trailer and operating plan for seasons. It was discussed that there was a long-term operating strategy that may include the use of two trailers. The board had intended to sell the second trailer, we will hold off on this and invite prior board members to document the long-range strategy/prior operational vision for review. Larry Wallin offered to store and do necessary maintenance on the old trailer.
  - Also discussed in financials but noting it here for operating plan. As discussed land use on Shady Lane for depth needed to store harvester, while awaiting outlet repairs, prior board member not happy with plan. Prior board member does not have to operate, maintain, store, secure, etc... so it was left unclear why this was an issue. Membership agreed that we should move on from this and how operations occurred did not matter. Invited prior board member to share more offline on what issues were.
  - Prior board member wanted it noted that last year there was a missing transportation AIS form that the new board was not aware of. Note, once made aware it was corrected immediately, discussed with our DNR contact, and included in our operation plan and training. It was noted that this form was given to both President and Secretary, neither of which had record. It is notable that we digitized most of the old Caribou Lake Association past records. Membership in present agreed that the issue had been addressed and we should move on.
  - Noted that we are going to offer \$18 – 22 as needed to support hiring with the option of bonus for operator(s) that stay the full season.
- **Caribou Lake Association Sign: How get name on sign**
  - Received an messenger question from non-lake resident regarding how to get their name on the sign. Researched background and history and will operate in similar fashion to our by-laws regarding location/agency as applicable for name signs.
  - For CLA supported efforts we require membership



- Will add lake sign \$ to online payment and coordinate with volunteers for material/expense reimbursement and document process for future members/boards to have guidance.
- \$30 per name sign (in addition to membership).
- **Events: Saturday versus Friday**
  - Received a messenger member request to move from Friday night to Saturday.
  - CLA requests volunteer hosts to move to Saturday as board members do not have availability on Saturday. Also discussed that Friday night does not impact entire weekend for mid-day picnic. Members in attendance last year noted Friday night was a lovely evening with good attendance and no preference. Also discussed the possibility of a pancake breakfast instead.
  - Open to volunteers for Saturday hosting, or board will determine options or keep current schedule.
- **By Law Update Review**
  - Relabeled from voting to update review as it was noted that by-laws require 3 reviews before a vote. This is not noted in our by-laws, articles of incorporation, or online documentation on 501c3 or corporate by-law information that board can find so asked member for references on what is being cited for source of information.
  - Requested to add back in working to seek additional lake area representation on the by-laws. This is a good idea and was crossed out to avoid requirement but not intended to devalue lake representation. Reworking wording and will include in update.
- **Guest Speaker: Under Sherriff Jason Lukovsky**
  - Spoke on a number of topics including:
    - NERCC and community safety and notifications
    - Shooting on the range
    - School shootings, training, and departmental support
- **Early Membership Drawing**
  - Hat: Bob Foucault
  - T-Shirt: Bob/Bunny O'Hara
  - Grand Prize Caribou Lake Metal Sign: Barry Eid
  - A very big thank you to our early membership supporters. This has allowed us to have visibility to our operating budget and begin our season with funds in the bank. No problem if you are still signing up. We still appreciate the support and you are funding our later season activities!
- **Communication**
  - Betsy McDevitt offered to assist with marketing activities and noted some experience with MailChimp. Desire of the membership to add communication



beyond Facebook and Website and it is understood that we need the ability to subscribe/unsubscribe.

- **Call for Open Issues**

- Garbage (fencing) left behind from brewery ice harvesting. Unclear if this was from most recent winter or the one before that. Regardless, this is an issue and board is going to bring it up with brewery and look for cleanup options.

- **Call to Close**

- Motion to close 10:35am. Second. Accepted.



Appendix: January 1, 2021 - December 31, 2021 Profit & Loss Statement

**CARIBOU LAKE ASSOCIATION**  
**Profit & Loss**  
January through December 2021

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	<u>Jan - Dec 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
account interest earned	10.26
<b>Direct Public Donations</b>	
Corporate Donations	11.57
Individ, Business Donations	38.00
Direct Public Donations - Ot...	<u>7,486.81</u>
<b>Total Direct Public Donations</b>	7,536.38
<b>Indirect Public Support</b>	
Merchandise income	<u>495.25</u>
<b>Total Indirect Public Support</b>	495.25
<b>Other Types of Income</b>	
Miscellaneous Revenue	<u>118.50</u>
<b>Total Other Types of Income</b>	118.50
<b>Program Income</b>	
Membership Dues	5,399.61
Program Income - Other	<u>394.00</u>
<b>Total Program Income</b>	5,793.61
refunds	<u>328.00</u>
<b>Total Income</b>	14,282.00



<b>Expense</b>	
<b>Business Expenses</b>	
Business Registration Fees	150.00
Insurance	1,000.79
Rental	525.00
Business Expenses - Other	150.00
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<b>Total Business Expenses</b>	<b>1,825.79</b>
<b>CLA Wood signs</b>	<b>38.24</b>
<b>Equipment</b>	
Equip Maintenance	1,270.88
Equipment purchase	
weed harvester gas	420.54
Equipment purchase - Oth...	7,145.83
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<b>Total Equipment purchase</b>	<b>7,566.37</b>
<b>Titling &amp; Registrations</b>	<b>216.50</b>
<b>Equipment - Other</b>	<b>1,594.02</b>
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<b>Total Equipment</b>	<b>10,647.77</b>
<b>Operations</b>	
DNR permit	277.00
Food & Entertainment	142.50
Postage, Mailing Service	204.00
Printing and Copying	83.18
Supplies	75.86
Workers Compensation	755.00
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<b>Total Operations</b>	<b>1,537.54</b>
<b>Payroll Expenses</b>	<b>999.00</b>
<b>transfer funds</b>	<b>0.00</b>
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<b>Total Expense</b>	<b>15,048.34</b>
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<b>Net Ordinary Income</b>	<b>-766.34</b>
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<b>Net Income</b>	<b>-766.34</b>

