

# **LLBDM Organizing Committee Meeting Minutes**

## **Little Lake Butte Des Morts Organizing Committee**

### **Meeting Minutes - September 9, 2025**

**Location:** Menasha Public Library

**Time:** 6:30 PM

**Meeting Type:** Organizational Planning Meeting

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#### **Attendees**

- **Danielle Rand** - Organizing Committee Member
  - **Chris Rand** - Organizing Committee Member
  - **Steve Erb** - Organizing Committee Member
  - **Cliff Halley** - Organizing Committee Member
  - **Tim Nelson** - Organizing Committee Member
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#### **Call to Order**

Meeting called to order by Danielle Rand at approximately 6:30 PM.

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#### **Key Agenda Items & Decisions**

##### **1. Legal Entity Formation**

**Discussion:** Process for incorporating the Little Lake Butte Des Morts Association and establishing formal structure.

**Decisions Made:**

- Articles of Incorporation will be filed immediately with Danielle Rand as registered agent
- Entity name: "Little Lake Butte Des Morts Lake Association" (formal name with potential DBA option)
- Address collection completed from all members for incorporation documents
- Filing fee: \$35 (can be completed online)
- EIN application to follow incorporation filing

**Action Items:**

- Chris Rand: Finalize and distribute Articles of Incorporation draft to committee
- Danielle Rand: Sign Articles of Incorporation before notary and file
- Target completion: End of week (September 13, 2025)

## **2. Banking and Financial Structure**

**Discussion:** Establishing banking relationship to receive municipal funding commitments.

**Decisions Made:**

- Bank account will be opened at Community First Credit Union (Menasha) or Nicolet National Bank
- Danielle Rand designated as primary account holder initially
- Account setup required before municipal funding requests

**Action Items:**

- Danielle Rand: Contact branch managers at both institutions for best terms/low balance options
- Target: Bank account operational by middle of next week

## **3. Municipal Funding Coordination**

**Discussion:** Securing promised seed funding from local municipalities.

**Current Status:**

- Neenah: Contact established through alderperson connection
- Menasha: Mayor Hammond contact identified
- Fox Crossing: Need to establish contact (George Dearborn previously unresponsive)

**Decisions Made:**

- Formal meeting to be scheduled with municipal representatives once bank account established
- Email outreach to begin during budget preparation season (October-November)

**Action Items:**

- Tim Nelson: Establish Fox Crossing municipal contact
- Steve Erb: Contact Grand Chute and Appleton municipalities
- Steve Erb: Reach out to Outagamie County
- Danielle Rand: Coordinate Menasha outreach and Winnebago County contact
- Danielle Rand: Schedule formal meetings with municipal representatives

## **4. Board Development & Recruitment**

**Discussion:** Identifying and recruiting qualified board members for founding meeting.

**Target Board Size:** 5-7 members

**Potential Candidates Discussed:**

- Bill (previous meeting attendee)
- Kim and Jen (neighborhood contacts through Cliff)
- James (to be contacted)

**Action Items:**

- Cliff Halley: Reach out to Kim and Jen for board interest
- Danielle Rand: Reach out to James for board interest
- All members: Continue identifying potential board candidates with relevant professional skills
- Chris Rand: Set up website email functionality and Facebook advertising for board recruitment

## **5. Meeting Schedule**

**Decisions Made:**

**Upcoming Organizing Committee Meetings:**

- **September 30, 2025** - 6:00 PM (Location TBD)
- **October 21, 2025** - 6:00 PM (Location TBD)
- **November 10, 2025** - 6:30 PM (Final prep meeting)

## **Founding Meeting:**

- **November 18, 2025** - Time & Location TBD
- This will be the public founding meeting for board elections
- Target: 2 months advance notice for community outreach

**Rationale:** November timing avoids December holiday conflicts and hunting season disruptions.

## **6. Community Outreach & Marketing**

**Discussion:** Strategies for promoting founding meeting and recruiting members/board candidates.

### **Planned Activities:**

- Door hangers and flyers (grassroots approach initially)
- Facebook advertising through website
- Contact with local media (Noah Cornelius - local interest stories)
- Networking with UW Oshkosh (algae research connection)
- Participation in Fox Wolf Watershed events

### **Upcoming Events:**

- Fox Wolf Watershed Happy Hour: October 2, 5:00-7:30 PM at Hillside, Plowman Park (\$20 ticket)
- Army Corps of Engineers meeting: October (date TBD)

### **Action Items:**

- Tim Nelson: Attend Fox Wolf Watershed October 2 event
- Cliff Halley: Attend Army Corps meeting
- Chris Rand: Design marketing materials (flyers/door hangers)
- Cliff Halley: Coordinate with Greg (printing business contact) for cost-effective printing
- Danielle Rand: Contact Noah Cornelius for potential media coverage

## **7. Venue Selection**

**Discussion:** Location for November 18 founding meeting.

**Requirements:** Capacity for approximately 100 attendees

**Options Under Consideration:**

- Menasha Public Library (Company E room - 80 capacity)
- Yacht Club (100 capacity, but proximity to bar may be distraction)
- Senior Center
- Fox Crossing Community Room
- Whiting Boat House

**Action Items:**

- Danielle Rand: Research venue options and provide recommendations by end of week

## **8. Grant Opportunities & Compliance**

**Discussion:** Ensuring organization structure supports future grant applications.

**Key Points:**

- DNR grant eligibility requires membership structure (incorporation articles must reflect this)
- Lake management plan partial completion (aquatic vegetation module only)
- Additional data collection may be needed for algae-focused grants

**Action Items:**

- Steve Erb: Have Eric Olson (legal contact) review bylaws draft
- Danielle Rand: Research grant writing training opportunities
- Steve Erb: Coordinate with Lawrence University for potential data collection support

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## **Administrative Notes**

### **Document Distribution**

- Chris Rand previously distributed draft bylaws and related documents to committee
- Steve Erb to receive complete document package
- All committee members to review bylaws before next meeting

### **Municipal Contacts Identified**

- **Neenah:** Michael Kading (Parks & Recreation Director)
  - **Menasha:** Mayor Hammond
  - **Fox Crossing:** George Dearborn (Community Development Director)
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# Next Steps Summary

## Immediate Priorities (by September 16):

1. File Articles of Incorporation
2. Establish bank account
3. Secure venue for November 18 meeting
4. Begin board recruitment outreach

## Medium-term Goals (by October 21):

1. Complete municipal funding coordination
  2. Finalize marketing materials and distribution strategy
  3. Confirm founding meeting logistics
  4. Expand board candidate pool
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# Adjournment

Meeting adjourned at approximately 7:45 PM.

**Next Meeting:** September 30, 2025 at 6:00 PM (Location to be confirmed)

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*Minutes prepared by organizing committee for public distribution.*

*For questions or corrections, please contact the organizing committee through the website:*

*llbdm.org*