

# Little Lake Butte des Morts Organizational Committee Meeting Minutes

**Meeting Date:** Monday, September 30, 2024

**Meeting Time:** 6:00 PM - 8:00 PM

**Location:** Menasha Public Library

**Meeting Type:** Organizational Committee Meeting

## Attendees

### Committee Members Present

- **Danielle Rand** - Meeting Facilitator
- **Chris Rand** - District Alderman/Technical Support
- **Melissa Schanke** - Lake Shore Drive resident
- **Josh Mijal** - Attending with Melissa Schanke
- **Jennifer Rivas** - Emily Street resident
- **Cliff Halley** - Emily Street resident
- **Steve Erb** - North Shore resident
- **Tim Nelson** - Lakeshore resident
- **Kim Hoff** - Emily Street resident
- **Bill Frawley** - Past Commodore, Appleton Yacht Club

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## Meeting Called to Order

Meeting called to order at 6:05 PM by Danielle Rand. Chris Rand noted the meeting would be recorded for AI-assisted minute preparation.

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## Pre-Meeting Discussion - Lake Conditions & Goby Situation

### Round Goby Findings

- Recent DNR article reported 18 round gobies found near Oshkosh piers

- Last Thursday: fishing blitz on North Shore yielded no additional gobies
  - **Steve Erb**: Abundance of bait fish may be reducing goby feeding activity
  - **Jennifer Rivas**: Caught three gobies at her dock - first sighting in 3.5 years
  - DNR considering local eradication zone around Oshkosh pier using containment barriers
  - Fall timing critical as gobies seek deeper water during this season
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## **Current Business Updates**

### **Articles of Incorporation Status**

**Presenter:** Danielle Rand

**Current Status:**

- Paperwork completed and ready for state filing
- Awaiting final state approval before proceeding with EIN filing
- EIN application will follow state approval to maintain proper sequence
- 501(c)(3) application to begin after EIN establishment

### **Banking Partnership Selection**

**Presenter:** Danielle Rand

**Options Evaluated:**

- 1. Community First Credit Union** (*Recommended*)
  - Branch location: Main Street, Neenah
  - Established contact: Branch manager (prior board relationship)
  - Community visibility and impact programs
  - "Net Giver" donation program (100% proceeds to organization, no processing fees)
  - Interest rate: Minimal on balance over \$500
- 2. Nicolet National Bank** (*Alternative*)
  - Similar terms to Community First
  - Less visible community presence
  - Interest rate: Minimal on balance over \$1,000
  - Note: Paper statement fee listed as \$50 (correction: should be \$5)

**Decision:** Committee preference for Community First Credit Union based on community presence and programs.

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## **Municipal Funding & Contact Updates**

### **Current Commitments - 2025**

**Presenter:** Danielle Rand, with input from Tim Nelson and Steve Erb

#### **Confirmed 2025 Funding:**

- **Neenah:** \$5,000 (Awaiting contact with Mayor Lang)
- **Menasha:** \$5,000 (confirmed by Mayor Hammond)

#### **Budget Season Considerations:**

- All municipalities currently in budget planning phase
- **Future funding (2026+)** will require annual budget advocacy
- No "ongoing forever" commitments expected from municipal budgets

## **Municipal Contact Progress**

### **Fox Crossing Status**

**Contact Lead:** Tim Nelson

#### **Current Situation:**

- George Dearborn (Community Development Director) assigned as primary contact
- Parks & Recreation Director Amanda Geysler redirected inquiries to George
- **Concerns raised:** Staff feedback suggests George may not follow through consistently
- **Backup contacts:** Village Manager and President identified if primary contact fails
- **Strategy:** Direct contact with George first, escalate if necessary

### **Appleton Status**

**Contact Lead:** Steve Erb

#### **Progress:**

- Scheduled 10-minute meeting with Mayor during October 21 open hours
- Seeking referral to Parks Director or Economic Development Director

- **Bill Frawley** offered contacts: Tom Frick and Dean (Parks Department)
- Goal: Obtain mayoral introduction/referral rather than cold outreach

## **Grand Chute Status**

**Contact Lead:** Steve Erb

**Meeting Completed:** September 29, 2024

- Met with Community Development Director and Storm Water Utilities representative
  - **Key Points:**
    - Grand Chute's entire storm water basin drains to Little Lake (directly or via Wolf River)
    - Storm water runoff identified as major phosphorus/solids source
    - Only 8 houses with no public space in Grand Chute's lake frontage
    - **No immediate financial contribution expected**
    - **Regional recreational investments:** Fox Greenway trail system participation
    - **Important contact established** for storm water/runoff coordination
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## **Organizational Structure & Naming Discussion**

### **Geographic Scope Expansion**

**Discussion Leader:** Kim Hoff, with group input

**Current Name:** Little Lake Butte des Morts Lake Association, Inc.

**Proposed Enhancement:** Include "Fox Waterway" in name

- **Rationale:** More inclusive of Appleton and Grand Chute participation
- **Model:** Similar to Winnebago Wolf watershed naming
- **Benefit:** Broader municipal buy-in and identity

**Committee Decision:**

- Legal name already filed, but significant flexibility exists for DBA (Doing Business As)
  - **Action Item:** Revisit naming for marketing/membership materials
  - Current definition already includes Fox River stretch for municipal inclusion purposes
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# Future Meeting Planning

## Upcoming Organizational Meetings

Presenter: Danielle Rand

### Confirmed Meetings:

- **October 21, 2024:** 6:00 PM - Neenah Public Library
- **November 10, 2024:** 6:30 PM - Menasha Public Library

## Large Membership Meeting - November 18, 2024

**Purpose:** Dues collection, board elections, bylaws adoption

### Venue Challenges:

- Both library systems fully booked
- Cost-prohibitive options eliminated
- Bar venues rejected (engagement concerns)

### Current Options Under Investigation:

- **Festival Foods** meeting rooms (Neenah/Menasha locations) - pending merger policy clarification
- **Maplewood School** community space - insurance requirements barrier
- **Waverly Beach** - suggested but capacity concerns

### Solution Identified:

- **Appleton Yacht Club dining room** (confirmed by Bill Frawley)
- Capacity: Comfortable for 100, optimal for 50-80 attendees
- **Action Required:** Bill Frawley to confirm November 18 availability within 1-2 days
- Time slot: 6:00-8:00 PM preferred

## Yacht Club Membership Outreach Opportunity

Context provided by Bill Frawley:

- **Total membership:** ~400 members
- **Active voting members:** 100
- **Social members:** 350 (3-year waiting list)
- **Expected Lake Association interest:** ~100 members

- **Benefits:** No venue cost, no insurance requirements, engaged lake community
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## **Digital Presence & Communications**

### **Website Development**

**Presenter:** Chris Rand

**Website:** llbdm.org

- **Current email list:** 58-59 subscribers
- **Content additions:**
  - Organizing Committee information
  - Purpose document
  - Meeting minutes (posted within 24 hours, pending review)
  - Fox Wolf Watershed Alliance study documents
  - Blog posts (including round goby information)

#### **Email Communication:**

- Some emails filtering to spam (monitoring bounce-backs needed)
- **Steve Erb:** Will help verify handwritten email addresses from meetings

#### **Social Media:**

- **Facebook page active** with paid advertising driving traffic
- **Content needs:** Looking for member-contributed articles and information
- **Photo contributions:** Scott Francis identified as potential photographer/contributor

### **Fox Locks Content Development**

**Presenter:** Steve Erb

#### **Fox Locks Public Landing Project:**

- Discussions ongoing with Fox Locks for public boat landings
- Potential locations: Menasha lock and Appleton lock lakeside
- **Strategic planning meeting** required before public announcement
- Policy development needed for entire lock system consistency
- **Timeline:** 1-2 months for policy decisions

## Lock Operations Update:

- Current schedule ends Labor Day weekend
  - **Expected reopening:** 7-day schedule (historically busiest lock)
  - **Current gap:** 2 months of boating season without lock access
  - Public landings would provide alternative access to trail system/amenities
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# Bylaw Development & Review

## Document Status

**Presenter:** Danielle Rand

**Current Version:** Draft bylaws in meeting packet

- **Purpose:** Organizing Committee providing framework for incoming board
- **Note:** Final bylaw adoption responsibility of elected board, not organizing committee

### Review Process:

- **Steve Erb feedback:** Incorporated UW Stevens Point Extension Lakes model language
- **Template source:** Designed for state grant compliance and Lake Association requirements
- **Eric Olson (UW Extension):** Providing free review services

## Article-by-Article Discussion

### Article 1: Name and Purpose

**Current Language:** Little Lake Butte des Morts Lake Association, Inc.

#### Required Additions:

1. **Geographic boundaries:** From Neenah/Menasha dams to Appleton dam
2. **Nonprofit designation:** "Association shall be organized as a nonprofit corporation"
3. **Political neutrality:** "Association shall not participate in partisan political activity"
4. **Public benefit clause:** "Benefits of the association must flow principally to the public"

### Article 2: Principal Office

**Decision:** Remove entirely - unnecessary for bylaws and potentially limiting

## **Article 3: Membership Structure**

### **Membership Class:**

- **Single tier:** \$25 voting membership (age 18+), one vote per member
- **Associate membership eliminated** - administrative simplicity preferred
- **Household policy:** Each individual requires separate \$25 membership for voting rights

### **Payment Terms:**

- **Annual dues:** Due January 1st
- **New member benefit:** Joining September 1+ extends through following calendar year
- **Non-payment consequences:** Immediate suspension of voting rights after January 1

### **Member Removal Process:**

- **Updated language:** Expulsion requires 2/3 affirmative vote at membership meeting (not board decision)
- **Due process:** Matter must be included in meeting notice, limited to 5-year maximum expulsion

## **Article 4: Meetings & Voting**

### **Annual Meeting:**

- **Timing:** Third Tuesday of April (recurring date for planning purposes)
- **Location:** Lake vicinity
- **Agenda:** Elections, budget adoption, project reports, member concerns, educational program

### **Special Meetings:**

- **Authority:** President, board majority, or 10% of voting members petition
- **Notice:** 30 days for annual, 15 days for special meetings
- **Scope limitation:** Only matters in notice may be discussed

### **Voting Policy:**

- **Attendance required:** No proxy or absentee voting permitted
- **Rationale:** Insufficient sophistication for proxy handling of write-in candidates or live amendments
- **Quorum:** 1/20 of voting members or 15 members (whichever greater)
- **Future consideration:** Voting policy may be amended as organization matures

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# Board Structure Discussion

## Board Composition

**Proposed Structure:** 5-9 voting members, staggered 2-year terms

### Restrictions Under Discussion:

- **Same household limitation:** Maximum one director per household (prevents quorum manipulation and financial fraud risk)
- **Geographic requirements:** Deferred pending actual candidate pool
- **Business/nonprofit limitations:** Not applicable with individual-only membership structure

## Board Operations

**Meeting Schedule:** Quarterly meetings with virtual options

### Quorum Challenges:

- **Current proposal:** Majority of directors
- **Alternative discussed:** Fixed number (4-5) vs. percentage-based
- **Issue:** Balance between operational efficiency and participation requirements
- **Decision deferred:** Await actual board candidate numbers

**Officer Terms:** 1-year terms (annual elections accommodate board turnover)

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# Administrative Policies

## Conflict of Interest

**Current Scope:** Directors and officers must disclose conflicts and recuse from decisions

### Expansion Discussed:

- **Committee members:** Include in disclosure requirements
- **General members:** Disclosure required for business relationships with Association
- **Examples:** Member-owned businesses bidding for Association contracts

## Financial Management

## Key Provisions:

- **Budget approval:** Required before annual meeting
  - **Audit requirements:** Annual independent financial review or audit
  - **Municipal fund tracking:** Dedicated fund accounting for public grants/contributions
  - **Expense authorization:** Actual and necessary expenses only for board/committee business
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# Recruitment & Leadership Development

## Board Candidate Status

**Current Interest Level:** Limited expressed interest during meeting

- **Bill Frawley:** Definite interest (unavailable October 21 meeting)
- **Jennifer Rivas:** Interested in membership committee rather than board service
- **Kim Hoff:** Considering, awaiting board responsibility documentation

### Immediate Needs:

- **Action Item:** Distribute board position descriptions and expectations
- **Timeline:** November 18 membership meeting requires identified candidates
- **Skills Needed:** Legal, accounting, marketing, project management expertise

## Committee Structure Development

### Non-Board Leadership Opportunities:

- **Membership Committee:** Jennifer Rivas expressed strong interest (sales background)
  - **Fundraising/Grant Writing:** Identified need
  - **Communications/Marketing:** Ongoing requirement
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# Outstanding Action Items

## Immediate (1-2 weeks):

1. **Bill Frawley:** Confirm Yacht Club availability for November 18
2. **Chris Rand:** Send corrected bylaw draft incorporating meeting changes

3. **Danielle Rand:** Distribute board position descriptions to all members
4. **Steve Erb:** Submit final bylaw recommendations via email

## **Short-term (Before October 21):**

1. **Tim Nelson:** Continue Fox Crossing municipal contact efforts
2. **Steve Erb:** Conduct Appleton mayor meeting October 21
3. **All members:** Recruit potential board candidates and general members
4. **Chris Rand:** Update website with corrected meeting information

## **Medium-term (Before November 18):**

1. **Complete bylaw finalization** with UW Extension review
  2. **Secure final membership meeting venue**
  3. **Develop board candidate slate**
  4. **Prepare membership presentation** emphasizing individual membership/voting clarity
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## **Meeting Conclusion**

**Adjournment:** 8:00 PM

**Next Meeting:** October 21, 2024, 6:00 PM at Neenah Public Library

**Key Takeaway:** Significant progress made on organizational structure, municipal outreach, and bylaw development. Critical need identified for board candidate recruitment and venue confirmation for November membership meeting.

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**Minutes compiled from transcript and reviewed for accuracy.**

**Prepared by:** [AI assistance with human oversight]