

LLBDM Organizing Committee Meeting Minutes

Date: November 11, 2025

Location: Appleton Yacht Club

Present: Bill Frawley, Chris Rand, Cliff Halley, Danielle Rand, James Wolf, Jennifer Rivas, Josh Mijal, Steve Erb, Tim Nelson, Melissa Schanke

I. Meeting Overview

Chris Rand opened the meeting noting this was officially the last in-person organizing committee meeting before the founding meeting scheduled for November 18, 2025, at 6:00 PM. He emphasized the importance of finalizing logistics and delegating tasks to ensure a smooth founding meeting, noting he had prepared comprehensive documentation to anticipate potential issues.

II. Venue & Logistics Confirmed

- **Date & Time:** November 18, 2025, at 6:00 PM (Confirmed)
 - **Early Setup:** Doors open at 4:00 PM; volunteers welcome at 4:30 PM to set up chairs and tables
 - **Projected Attendance:** Up to 150 people
 - **Audio/Visual:** Projector and microphone confirmed; large speakers available; can be set up to cover both meeting rooms
 - **Seating:** Steve Erb providing 72 additional chairs; facility has limited seating, standing room available if needed
 - **Parking:** Available on both sides of street; members will be notified in advance of limited parking
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III. Key Role Assignments

Ballot Counting (4 counters needed):

- Tim Nelson confirmed to serve as ballot counter (will not run for board)
- Three additional counters needed (none can be on ballot)

Membership Table Management:

- Jennifer Rivas assigned (will manage check-in and ballot distribution)
- Co-volunteer needed to assist

Early Arrivals/Welcome:

- Volunteers needed to greet early arrivals

Ballot Boxes:

- Steve Erb to create/obtain secure ballot boxes with tamper-proof seals

Ballot Distribution & Collection:

- Process to be determined; may use roving collection or designated drop location

Lead Counter:

- Steve Erb
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IV. Materials & Printing Assignments

Steve Erb will print:

- Bylaws (50-75 copies, front/back folded format)
- Ballots (200 minimum, 3 per sheet)
- Agenda (poster size for display)
- Bring chairs (72 total)
- Create secure ballot boxes

Jennifer Rivas will print:

- Ballot counting tally sheets (template to be provided)
- Election results template (template to be provided)

Cliff Halley will print:

- Committee interest forms (double-sided: committee interest on front, board priorities/focus areas on back)
- QR code signage for membership sign-up

Steve Erb will prepare:

- Membership sign-up table materials (forms, pens, envelopes for cash/checks)
 - May need to organize two separate lines: one for pre-paid online members (quick verification), one for in-person sign-ups and payments
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V. Bylaws & Amendments

- Bylaws posted on website 30+ days before meeting (requirement met)
 - **Critical:** No floor amendments will be accepted on meeting night
 - All amendments must be submitted in advance via email
 - Process: Bylaws will be emailed to all members by November 15th
 - Meeting night process: Overview bylaws, open for questions/discussion, vote on any amendments, then vote on bylaws as a whole
 - Printed copies will be available at the meeting for those unfamiliar with content
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VI. Board Election Process

Candidate Status:

- 4 candidates already submitted applications
- Additional nominations welcome from floor
- Current candidates: Bill Frawley, Cliff Halley, Danielle Rand, James Wolf

If fewer than 9 candidates receive nominations:

- Board can appoint to fill vacant seats (within 5-9 range)
- Board will determine 1-year vs 2-year term assignments by drawing lots

Election Procedure:

- Secret ballot required (cannot use acclamation)

- Ballot boxes must remain secure and tamper-proof
- Lead counter will distribute ballots, separate spoiled ballots, read names aloud while three counters tally independently
- Results verified when all three count sheets match
- Ballots retained for board records and statutory compliance (Wisconsin Statute 181)

Spoiled Ballot Criteria:

- More than 9 names marked
 - Illegible handwritten names
 - Identifying information present (violates secret ballot)
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VII. Member Check-In & Voting Eligibility

- Name tags required to identify voting members
 - Two-tier system for membership table:
 - Fast-track line: Pre-paid online members (show receipt/confirmation)
 - Full sign-up line: In-person payment (cash or check), new member forms
 - Membership: One vote per person
 - All voters must be dues-paying members
 - Quorum: With 9-person board, quorum for board meetings is 5
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VIII. Communications Before Meeting (By November 15)

November 12 (Facebook):

- Post bylaws on event page
- Remind: no floor amendments; must submit in advance
- Share candidate bios as submitted
- Share other meeting information

November 14:

- Deadline for candidate applications (noon) to guarantee ballot printing and website bio posting

November 15 (Mass Email):

- Bylaws document
- Links to candidate bios
- Meeting date, location, agenda
- Membership sign-up information (encourage online sign-up)
- Committee interest form link
- Parking information (available both sides of street)

Website Updates:

- Agenda posted before meeting (statutory requirement)
- QR code for membership sign-up URL

IX. Meeting Agenda (15-minute presentation target)

1. Call to order
 2. Recognition of municipal partners, community supporters, donors, and volunteers
 3. Presentation: Why we're here, how we got here, what the lake association will do, geographic scope, membership structure, joining information, quorum
 4. Membership & voting eligibility overview
 5. Bylaws adoption (overview, questions, vote on amendments if any, vote on bylaws)
 6. Board election process overview
 7. Candidate introductions (1 minute each)
 8. Nominations from floor
 9. Candidate Q&A (brief)
 10. Secret ballot election
 11. (Ballots counted off-site; meeting continues with committee interest/volunteer opportunities)
 12. Election results announcement
 13. Closing remarks & adjourn
 14. Social/refreshments (cake/beverages to be determined)
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X. Recognition & Acknowledgments

Businesses to recognize for donations/support:

- Graphic Composition (Greenville) – graphics support
- Social Indoor – graphics support

Municipalities to recognize:

- City of Menasha (committed to financial support)
- City of Neenah (financial support in proposed 2026 budget)

Former committee members who contributed but did not continue to founding:

- David Peck (Friends of the Fox)
- Nick Heinrich
- One additional name to be confirmed

Note: Receipts for donations should be sent to info@llbdm.org; reimbursement will occur after board is seated.

XI. Committee Interest Capture

- Committee interest form distributed both online and in paper form at meeting
 - Double-sided: front side asks about committee interest (interest-based categories); back side asks board priorities/focus areas for first year
 - Board will determine specific committees after formation
 - Goal: Capture volunteer/interest information while members are present
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XII. Membership & Dues

- Website set up for online membership sign-up (one-time or recurring)
 - Option for members to cover payment processing fees
 - Goal: Maximize pre-meeting online sign-ups to reduce check-in line time
 - Membership fee: \$25 (or more if members choose to cover processing fees)
 - Manual registration still available at meeting for cash/check payments
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XIII. Digital Outreach Results (as of November 11)

- Email (Nov 7): 56% open rate, 175 people reached, 33% click rate
 - Facebook event: 105+ RSVP responses
 - Advertising: 8,000 unique impressions (some repeat viewing), 1.75 times average per person, 600+ clicks
 - Website traffic: Strong engagement on candidates page (1:40 average read time) and About Us page
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XIV. Physical Outreach

Postcards distributed to key lake areas:

- Jennifer Rivas: Lakeshore Drive and surrounding streets
- Steve Erb: North Shore (Appleton/Grand Chute)
- James Wolf & others: Riverview and neighboring areas
- Josh Mijal: Additional outreach to River Drive and surrounding

Note: Graphic Composition handling postcard production; cost pending confirmation from designer.

XV. Research Items Outstanding

- Chris Rand to research Wisconsin nonprofit statute requirements regarding board election procedures (specifically whether acclamation voting is permitted if fewer than 9 candidates)
 - Term assignment procedure confirmation (drawing lots vs. other method for 1-year/2-year terms)
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XVI. Administrative Notes

- All receipts for expenses to be submitted to info@llbdm.org for reimbursement
- Official email: info@llbdm.org
- Phone number established (details to follow)

- Ballot nomination deadline: November 14, 2025, at noon
 - Committee dissolves upon board formation; Chris Rand to oversee website/administrative transition
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XVII. Meeting Adjournment

Motion to adjourn carried unanimously.

Next Meeting: Board's first meeting (date TBD post-founding)

Prepared by: Chris Rand