

# Little Lake Butte des Morts Lake Association (LLBDM) – Founding Meeting Minutes

**Date:** November 18, 2025

**Time:** 6:00 PM

**Location:** Appleton Yacht Club

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## 1. Call to Order

Chairperson Chris Rand called the first official meeting of the Little Lake Butte des Morts Lake Association (LLBDM) to order at 6:00 PM. The meeting was convened for the purpose of formally launching the association, adopting organizational documents, approving an interim budget, and electing the inaugural Board of Directors.

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## 2. Attendance and Housekeeping

- Attendees: Voting members, organizing committee, municipal representatives, and community stakeholders were present.
  - Membership: Only paid members (\$25 annual) present were eligible to vote. Quorum was met pursuant to the bylaws (minimum 15 members or 1/20th of membership, whichever is greater).
  - Organizational Support: Special acknowledgments to Neenah, Menasha, Fox Crossing, Winnebago County, Appleton Yacht Club, Fox Wolf Watershed Alliance, GEI Consultants, and supportive businesses.
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## 3. Mission and Background

Chris Rand summarized the mission:

- **Mission:** "Protect, preserve, and improve the ecological, recreational, and esthetic values of Little Lake Butte des Morts."

- Open membership to anyone 18+ years with a vested interest in the lake area.
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## 4. Adoption of Bylaws

- Bylaws, previously circulated, were reviewed and clarified.
  - **Key provisions:**
    - Membership, Voting, Board Composition (5–9 directors, staggered two-year terms), Meetings (annual in April, special as needed), Financial oversight, Transparency.
  - **Discussion:** Questions on quorum, virtual meetings, continuity of articles, and board procedures were addressed.
  - **Motion:** Chris Rand moved to adopt bylaws as presented.
  - **Second:** Steve Bach.
  - **Vote Result:** Passed with more than two-thirds in favor; bylaws officially adopted.
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## 5. Interim Budget Approval

- **Presentation:** Interim budget for November 18, 2025 – April 30, 2026 was introduced, covering essential startup costs.
  - **Revenue Estimate:** Membership dues (~50 founding members @ \$25), \$5,000 seed funding from City of Menasha; anticipated total ~\$8,750.
  - **Expense Categories:** Legal setup, insurance, technology, administrative, events, grant development, science/monitoring, contingency.
  - **Surplus:** Projected \$336 (3.8%).
  - **Discussion:** Municipal funding updates, clarifications on commitments from neighboring communities.
  - **Motion:** Bill Frawley moved to adopt interim budget.
  - **Second:** Barbara Hansen.
  - **Vote Result:** Passed by simple majority; interim operating budget approved.
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## 6. Election of Board of Directors

- **Board Structure:** 5–9 directors, staggered terms; initial board to determine terms and elect officers (President, Vice President, Secretary, Treasurer) at first board

meeting.

- **Nominees:** Five pre-registered candidates plus nominations from the floor resulted in ten total candidates.
  - **Candidates:**
    - Danielle Rand (68 votes)
    - Bill Frawley (67 votes)
    - James Wolfe (67 votes)
    - Cliff Halley (66 votes)
    - Lyle Hanson (64 votes)
    - John Cullen (55 votes)
    - Deb Swiertz (52 votes)
    - Jay Schrader (36 votes)
    - Zach Visser (32 votes)
    - Vince Knuth (13 votes)
  - **Election Process:** Secret ballot, top nine vote-getters elected. 69 ballots were cast. 1 ballot was spoiled.
  - **Vote Result:** First nine candidates listed above were elected.
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## 7. Next Steps and Committee Formation

- **Board Transition:** The organizing committee dissolved, transferring all authority and assets to the newly elected board.
  - **First Board Meeting:** To be scheduled for January 2026, at which the board will elect officers, establish operational policies, and launch proposed committees:
    - Water Quality & Science
    - Communications & Social Media
    - Fundraising & Grants
    - Events & Education
    - Government Relations & Advocacy
    - Shoreline & Habitat Restoration
    - Membership Outreach
  - **Membership Outreach:** Volunteer and committee interest forms circulated. Additional opportunities available via website.
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## 8. Other Business and Community Q&A

- Discussion of technical issues including water quality, invasive species (e.g., Goby, Phragmites), dam management, and relations with municipal agencies.
  - Emphasis on science-driven decision-making, collaborative efforts for water management, and transparency in reporting.
  - Members encouraged to support municipal partnerships, join committees, and stay informed via the association website and email updates.
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## 9. Adjournment

- **Motion to Adjourn:** Made and seconded.
  - **Adjournment:** Meeting adjourned following a voice vote.
  - **Refreshments and informal networking** followed official business.
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## Compliance Statement

These minutes are prepared and maintained in accordance with Wisconsin statutes for nonprofit and lake association organizations and best practices for federal (501c3) compliance:

- Minutes record all motions, votes, and key discussions.
  - Quorum and voting requirements specified in bylaws and applicable statutes.
  - Meeting transparency, open records, and access provided per Wisconsin guidelines; minutes available to members and upon request.
  - Annual and special meetings, budget approvals, officer elections, and bylaws documentation are recorded in compliance with Chapter 181 Wis. Stats and IRS requirements for nonprofit governance.
  - Robert's Rules of Order followed for meeting conduct and minutes structure, unless otherwise specified in bylaws or law.
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**Prepared by:** Chris Rand

For questions or requests for public records, contact LLBDM Board Secretary via [llbdm.org](http://llbdm.org).