



**Little Lake Butte des Morts Lake Association, Inc.
First Board of Directors Meeting Minutes**

Date: Tuesday, January 7, 2026

Time: 5:30 PM – 8:00 PM

Location: Menasha Public Library – Gegan Room

Directors Present: Cliff Halley, John Cullen, Jay Schrader, Zach Visser, Lyle Hanson, Bill Frawley, Dani Rand, Deb Swiertz (left at 6 pm)

Others Present: Chris Rand, Steve Erb

Absent: James Wolf

Quorum Verified: 8 of 9 Directors present. Quorum confirmed.

1. Call to Order

Meeting called to order at 5:30 PM by Chris Rand, Organizing Committee Representative and chair pro tem. Robert's Rules of Order were adopted.

2. Election of Officers

A. Election of President

Nominations: Bill Frawley (Nominated by Jay Schrader)
Dani Rand (Nominated by Cliff Halley)

Vote: Bill Frawley: 5 votes
Dani Rand: 3 votes

Result: Bill Frawley elected President by vote of 5-3, Bill Frawley assumed the chair immediately.

B. Election of Vice President

Nominations: Lyle Hanson (Nominated by Deb Swiertz)
Dani Rand (Nominated by Cliff Halley)
Cliff Halley (Nominated by Dani Rand)

Vote: Dani Rand: 4 votes
Lyle Hanson: 2 votes
Cliff Halley: 2 votes

Discussion: Upon review of the election procedures and bylaws, Dani chose not to accept the position and another vote was cast resulting in a 4-4 tie between the two remaining candidates. A coin toss was used to determine the final result. Lyle Hanson called tails, coin was tossed by Bill Frawley resulting in heads.

Result: Cliff Halley elected Vice President.

C. Election of Secretary

Nomination: Dani Rand (Nominated by Deb Swiertz)

Result: Dani Rand elected Secretary (unopposed).

D. Election of Treasurer

Nomination: Dani Rand (Nominated by Deb Swiertz, nomination refused)
John Cullen (Nominated by Bill Frawley, nomination refused)
Deb Swiertz (Nominated by Dani Rand)

Result: Deb Swiertz elected Treasurer (unopposed).

3. Review of Foundational Documents and Policies

The following documents and policies were reviewed:

- A. **Founding Meeting Minutes**
 - a. Motion to accept by L. Hanson, seconded by D. Rand. Approved 6-0.
- B. **Interim Operating Budget**
 - a. Discussed, adopted at Founding Meeting 11/18/25.
- C. **Document Retention Policy**
 - a. Motion to adopt by D. Rand, seconded by L. Hanson. Approved 6-0

- D. **Financial Controls and Approval Authority**
 - a. Motion to adopt by D. Rand, seconded by B. Frawley. Amendment made to remove President's emergency limit to \$1000 by L. Hanson, seconded by C. Halley. Approved 6-0.
- E. **Conflict of Interest Policy**
 - a. Policy acknowledgement forms handed out and signed by directors in attendance, needs to be forwarded to Deb & James.
 - b. Motion to accept policy made by D. Rand, second by C. Halley. Approved 6-0.
- F. **Board Communication Protocol**
 - a. Motion made to adopt by D. Rand, second by Z. Visser. Approved 6-0.

4. Municipal Partnership Reporting

Updates given on secured funding from Appleton, \$3500 secured and invoice/W-9 sent for payment processing. Menasha and Neenah invoices have been prepared and will be forwarded to Deb. Lyle indicated Fox Crossing included LLBDM funding in their 2026 budget. Dani will reach out for confirmation.

5. Determination of Director Terms

Discussion about how to determine term lengths for initial BOD. Motion made to do a random draw by D. Rand, seconded by J. Cullen. Before the vote, it was determined that we had enough 3 volunteers to take the 1 year term. Motion made by D. Rand to designate 1 year terms: Jay Schrader, John Cullen, Zach Visser and James Wolf. Seconded by C. Halley. Motion passed 6-0. Remaining Directors assigned 2 year terms per the Bylaws.

6. Banking and Financial Administration

Discussion about transfer of banking signatories to current elected officers. Motion made by L. Hanson, seconded by J. Schrader to add all elected officers to existing savings account at Community First Credit Union. Motion passed 6-0.

7. Incorporation Paperwork Update

- A. **Articles of Incorporation**
 - a. Secretary to update paperwork with the State reflecting newly elected BOD/Officers.
- B. **501(c)(3)**
 - a. Talk to attorneys about assistance in filing. There is also an option to partner with another organization with 501c status and work under their umbrella. Motion made by L. Hanson to allow Steve Erb to contact Greg at UW Extension Lakes on behalf of the Board, seconded by J. Schrader. Motion passed 6-0. Additional

motion to allow Officers to reach out to attorneys in regards to 501c3 paperwork by L. Hanson, seconded by C. Halley. Motion passed 6-0.

C. D&O and General Liability Insurance

- a. Motion made to allow Officers to obtain insurance quotes by C. Halley, seconded by D. Rand. Motion passed 6-0.

D. PO Box

- a. Motion made to establish a PO Box in Neenah or Menasha at a cost of no more than \$100 annually made by D. Rand, seconded by Z. Visser. Motion approved 6-0.

8. Committee Formation

Discussion regarding committee prioritization, BOD involvement and recruiting for member involvement. Motion made to create Finance, Governance, Membership & Communications and Environmental Programs & Grants Committees by D. Rand, seconded by L. Hanson. Motion approved 6-0.

9. Officer Email Addresses & Website Information

Website initially registered under Chris Rand's name. Organizational email will remain info@llbdm.org. Motion made to transfer registration to Secretary and listing Officer contact info on the website, second by Z. Visser. Motion approved 6-0.

The meeting adjourned at 7:53 PM.

Next meeting is scheduled for January 14, 2026 at 5:30 PM at the Neenah Public Library, Yaz Community Room.