

THE DOUGLAS LAKE IMPROVEMENT ASSOCIATION

EXECUTIVE BOARD MEETING

AGENDA AND NOTES

Present - Officers: Ron Witthoff (President), Scott Davis (Vice President), Suzanne Witthoff (Treasurer), Linda Woolcott (Secretary) Past President: Mary Ellen Sheridan; Directors: Karie Slavik; Zone Reps: Anne Covy, Jayne Morse, John Perkins, Ron Kelemen, Kathy Buchweitz, Cheryl Krehbiel, Joyce Oldham, Holly Gedert, Alan Grams, Linda Orlow, Joan Caldwell, Susan O'Dwyer, Betsy Naumer; Standing Committee Chairs – Warren Woolcott, Bill Hartwig, Joan Hartwig.

Date: June 1, 2023

Time: 9:30 am-11:49 am

Location: Pellston Regional Airport, 2nd Floor Conference Room

Agenda Item	Discussion	Decisions/Findings	Next Steps
Call the Meeting to Order by President – Ronald Witthoff	<ul style="list-style-type: none"> Ron called the meeting to order at 9:35 am. 	One third of Executive Board constitutes a quorum; quorum noted.	
Minutes of the Previous Meeting/Attendance – Linda Woolcott (See attached)	<ul style="list-style-type: none"> Linda Woolcott presented minutes of 9/15/2023 EB meeting. Motion by Mary Ellen Sheridan to approve minutes, seconded by John Perkins. 	Minutes approved as presented	
Treasurers Report – Suzanne Witthoff (See attached)	<ul style="list-style-type: none"> Suzanne Witthoff presented Treasurer’s Report through April 30, 2023. Motion by Mary Ellen Sheridan, seconded by Scott Davis to approve Treasurer’s Report through April 30, 2023. Suzanne read a letter dated November 30, 2022, from Jerry Huey, who performed a review of the financial records of the DLIA as of October 30, 2022 as required by the Bylaws. The letter stated the steps and verifications that Jerry performed in reviewing the records along 	Treasurer’s Report approved as presented	

	with Jerry's conclusion that the financial statements for the period accurately reflect the financial condition of the DLIA.		
Membership Administrator Report – Suzanne Witthoff for Barb Huey	<ul style="list-style-type: none"> Suzanne Witthoff reported that the February 2023 annual mailing was sent to 372 memberships with 317 members paying dues through 2023, 48 paying through 2022 and 7 through 2021. Dues collected January 1 through May 24, 2023, were \$7,825. There were 11 members added and 11 members deleted year to date. 		
President's Report Ron Witthoff <ul style="list-style-type: none"> Boat Ramp <ol style="list-style-type: none"> Approve final invoices Approve Memorandum of Understanding (MOU) (see attachment) 	<ul style="list-style-type: none"> Boat Ramp <ol style="list-style-type: none"> Ron Witthoff reported that the EB agreed to pay 60% of the cost of the boat ramp. At its August 2022 meeting the board approved payment of an invoice in the amount of \$50,062, which it believed was its 60% share of the final cost. In the spring of 2023 Munro Township presented Ron a revised invoice in the amount of that were part of the prior invoice plus permit fees, attorneys fees and some minor costs. Ron said that attorney's fees were not discussed at the time DLIA agreed to share costs. Ron recommended to the EB that DLIA pay its 60% share of the fees. He said that DLIA needed the Township to cooperate on the boat ramp; otherwise, the ramp could not remain at its current location. Ron said the DLIA established a good faith partnering relationship with the Township during the project. He recommended that the board approve the invoice to show continued good faith and to look towards the future as the two 	<p>Invoice approved with condition stated in motion.</p> <p>MOU approved for signature with condition stated in motion.</p>	

	<p>parties will need to work together on maintenance and other issues.</p> <ol style="list-style-type: none"><li data-bbox="722 272 1255 558">2. Motion made by Cheryl Krehbiel, seconded by Scott Davis to (1) approve the final invoice of \$54,265.79 representing 60% of the final costs of installation of the boat ramp and (2) inform Munro Township that in approving this payment DLIA understands it will receive no further invoices for the cost of installation of the boat ramp.<li data-bbox="722 565 1255 1240">3. Ron reported that an agreement between the Township and DLIA for future maintenance and cooperation, called a Memorandum of Understanding (MOU), has been prepared and submitted to the Township. A copy of the MOU was provided to the EB prior to the meeting for its review and the Township has asked its attorney to review it. The agreement provides, among other things, that major maintenance tasks, such as removal of large amounts of sand or debris, will be performed by the Township at its cost. After discussion, a motion was made by Holly Gedert, seconded by Joan Caldwell to authorize Ron Witthoff to sign the MOU in its current form or with minor changes requested by the Township; however, changes that would require payment of money by DLIA would need to be approved by the EB.		
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<p>Committee Reports:</p> <ul style="list-style-type: none"> • UMBS – Karie Slavik • Directory – Holly Gedert • Committees – Scott Davis 	<ul style="list-style-type: none"> • Karie Slavik, Assistant Director of the Biological Station, reported that this year marks the 115th session of having students, researchers and professors at the Biological Station. This year there are 80 students for the spring session. There are no local students this year for whom the scholarships provided by the DLIA could be awarded. Karie handed out a flyer on the 2023 summer lecture series which is available to the lake community. Karie announced that the Bio Station plans a “bio-blitz” on July 21 and 22, involving a taking an inventory of all species of flora and fauna that can be found in 24 hours in and around the lake. Volunteers from the lake community are invited to participate and there will be activities at the Bio Station during the weekend associated with the event. The Bio Station is looking forward to planning for a large infrastructure investment in the Bio Station which will allow the station to host year-round students and activities. Karie encouraged lake residents who have environmental questions involving the lake to get in touch with her so she can connect them to the right person at the station. • Holly Gedert reported that the Directory team, consisting of Gwen Kuehn, Barb Huey, Cheryl Krehbiel, Suzanne Witthoff and Holly Gedert (Lead), sold 63 ads for approximately \$11,000. The cost of the Directory is not known yet but is estimated to be \$2,700 for 500 copies. The first directory is free to members who have paid their dues per the Bylaws. Second copies will be made available after keeping an appropriate 	<p>Sale of second copy of Directory to paid up members for \$10 approved.</p>	
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	<p>number of copies in reserve. Mary Ellen Sheridan moved, with a second by Joyce Oldham, that the DLIA charge \$10 for a second copy of the directory to those who want an additional copy and are fully paid up on their dues, until all copies are distributed.</p> <ul style="list-style-type: none"> • Scott Davis reported that he has reviewed the DLIA committees and structure. There are 20 standing committees and two Ad Hoc committees. Many of the committees have only one person as member and several committees act as liaisons between the DLIA and other groups. Scott will further review the committees with the goal of answering three questions: (1) should we consolidate? (2) How should we communicate what the committees do? (3) How can we help the committees do what they do better? Some members indicated consolidation of environmental committees might be helpful. Some members commented that consolidation should continue the practice of focusing on separate projects and issuing separate reports of their activities. Scott will review and provide suggested plan at a future meeting. 		
<p>Old Business</p> <ul style="list-style-type: none"> • Record April 14, 2023 E-mail vote approving Barb Huey as Membership Administrator and Karie Slavik as Director 	<ul style="list-style-type: none"> • Linda Woolcott noted that the minutes for this June 1, 2023, meeting will reflect that the April 14, 2023 E-mail vote by the EB approving Barb Huey as Membership Administrator and Karie Slavik as Director was passed by 14 in favor and 0 opposed. 	<p>Minutes will reflect e-mail vote.</p>	

<p>New Business</p> <ul style="list-style-type: none"> • Approve Annual Meeting date, venue, time and format • Membership Dues Report – Cheryl Krehbiel • Approve Nominating Committee – Ron Wittoff • Future EB Meeting Dates 	<ul style="list-style-type: none"> • Ron reported that the Bio Station will be unable to host the annual meeting this year. He and Cheryl Krehbiel met with the superintendent of Pellston Schools, Stephen Seelye, to see if the meeting could be held at Pellston High School along with a breakfast beforehand. Mr. Seelye invited the DLIA to have both the meeting and the breakfast at the High School. He said his staff is available to cook the breakfast if the DLIA pays the cost of the food and the employees who prepare it and janitorial service. Ron noted that the DLIA has \$2,500 in the budget for a social event. The DLIA may also consider making a donation to the school for agreeing to host the meeting. A committee of Cheryl Krehbiel, Suzanne Witthoff and Linda Orlow was formed to organize the breakfast. Motion made by Scott Davis, seconded by Karie Slavik to hold the Annual Meeting July 29, 2023, at 10:00 am at Pellston High School with breakfast free to members beginning prior to the meeting at 9:00 am. • Cheryl Krehbiel made a presentation of slides showing a visual analysis of expenses and sources of income for the DLIA. The analysis shows that the annual dues alone do not cover expenses. Sales revenue from merchandise are needed to cover the budgeted items on an annual basis. Cheryl recommends that the DLIA consider whether dues should be raised. To aid in that decision, she suggested that the EB look at DLIA projects and associated expenses and determine the priority for each. Decisions can then be made whether DLIA wishes to cut or 	<p>The Annual Meeting date of July 29, 2023 at Pellston High School was approved. Also approved was a breakfast free to members beginning at 9:00 am and the meeting beginning at 10 am.</p> <p>The Nominating Committee of Mary Ellen Sheridan, chair, and Warren Woolcott and Suzanne Witthoff as members was approved.</p>	
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	<p>add projects and how to reduce costs. She has prepared a survey she is sending out to the EB members to consider (1) what to prioritize and sunset, (2) how to save costs and (3) what to add if there were more funds available. Cheryl will report on findings at a future meeting and a proposal can be developed on whether to increase dues and how much.</p> <ul style="list-style-type: none"> • Ron stated that he has appointed Mary Ellen Sheridan as chairperson and Warren Woolcott and Suzanne Witthoff as members of the Nominating Committee to nominate a person for the office of Treasurer. Motion made by Scott Davis, seconded by Holly Gedert to approve Mary Ellen Sheridan as chair of the Nominating Committee and Warren Woolcott and Suzanne Witthoff as members to nominate a Treasurer. • The next EB Meeting date was decided as June 30, 2023, at 9 am. 		
Adjournment - 11:49 am	<ul style="list-style-type: none"> • Motion to adjourn made by Mary Ellen Sheridan seconded by Scott Davis. 	Motion passed	
Minutes submitted by Linda Woolcott			