

Portage Lake Association Board Meeting:

MINUTES March 3, 2010

Our Mission: *We have a common goal of improving the quality of life in the Onekama area.*

Board Member:

Margaret Punches, President
 Lee LaFleur – Vice President
 Mary Reed – Secretary
 George Punches – Past President

Board of Directors/1yr

Frank English
 Mary Fairgrieve
 Paul Mueller

Board of Directors 2/yrs

Jim Simons
 Vicki Strevey

MINUTES

Order of Business	Person Responsible	Report, or To do Plan	
Call to order	Margaret Punches, President	All board members and officers present except Barb Wolverton and Paul Mueller. Also present: Marilyn Acker Sean O'Brien (until 7:45) Doug Callaway	Margaret called the meeting to order at 7PM.
Secretary's report	Mary Reed	Minutes were emailed prior to the meeting. Frank English moved, George Punches seconded that the minutes be approved.	Minutes approved
Treasurer's Report	Barb Wolverton	<p>Margaret Punches distributed the financial reports that Barb sent prior to the meeting.. Discussion followed: The amount collected to date for dues is down for the year..The Township donated \$6,241.75 toward the sign. Mary Reed moved, Mary Fairgieve seconded that \$6,000 be placed in a CD to be used for some targeted special project. Discussion followed,. Vicki noted that this could be done with no penalty for early withdrawal.</p> <p>Discussion on the formate of the financial reports . A suggestion was made that the new format be used, printed in landscape form and one column added for last year's year to date amounts. (See financial report)</p> <p>Jim Simons moved, George Punches seconded that this months budget be approved.</p>	<p>Motion approved., Thank you note to be sent to the Township Board.</p> <p>Consensus of board that these changes be made to the financial reports.</p> <p>Motion carried</p>
President's Report	Margaret Punches	<p><u>Website Report:</u> Before giving the President's report, Margaret introduced Sean O'Brien, our new web master, to the board. A contract has been signed with Jackpine for his services. It will cost \$70/month for normal updating and additions. Special projects will be charged on an hourly basis. George Punches reviewed some of the points of the business model for the website. Roger Cody, Chair of the Onekama website will report next month on the details. Currently only a limited number of people may add to the site. Roger Cody, Margaret Punches, Mary Reed, Township Secretary and Village Clerk.</p> <p>Margaret's President's report is attached to the original minutes. The report highlights two of the many meetings that she attended this month. The Onekama Community Forum meeting had several updates on what's happening in our community. Also the Portage</p>	Roger Cody is the gatekeeper and he should be contacted if you have questions about the website. He and his committee will report at the next meeting. Members of Roger's committee are Paul Mueller, Chuck Reed and George Punches.

		<p>Lake Watershed Forever committee is working with the schools on a Great Lakes Stewardship initiative.</p> <p>The report also contains Bill Fairgrieve's suggestions for improving our financial reports. Frank English moved, George PUNCHES seconded that we adopt items #1 (Monthly bank statements reconciled by someone other than the person who does the deposits and withdrawals).and # 4 (Conduct a general review of the financial records and procedures annually with another member of the board) and that Lee LaFleur look into #3 (employee dishonesty insurance) and report back to the committee. Vicki Strevey will review the monthly reconciliation with Barb Wolverton and Bill Fairgrieve will be asked to do the annual review with Vicki Strevey.</p> <p>Alice Hendricks is doing a survey of what people would like to see in the Village Park. Doug Callaway is working with Alice ..</p>	Motion carried
Newsletter	Mary Fairgrieve	The deadline for copy is April 15 th . Lee will have an article about the fundraiser, J. Barnard will do one on the Snake the Lake,, Dan Behring will update the Community Development plan and there may be another article on the museum. A 2 sided newsletter insert from Lakeshore Environmental Inc. will also be included	
Fundraiser	Lee LaFleur	Lee reported that letters to previous donors have been mailed. Everything is going good. Next meeting of the committee will be on Tuesday March 9 th at the Farr Center.	
Sign	Mary Reed	Tim Morley is helping to choose the Portage Lake Prevention Sign for the Park and the DNR boat launch. Permission has been obtain from the DNR and the Village and a final design will be taken to the village meeting March 17 th . The Portage Lake Watershed Forever will add to the \$640 donation from the Don Burkel family up to a total amount of \$2,000.	
Winterfest	Doug Callaway	Doug will be asking for lots of volunteers, ideas and he will need lots of help.	
Celebration of Lights	Jewelee Franklin	This will be held on the Saturday before Thanksgiving, November 20th, 2010 Craft sales and chili cook off will be held at the new school and the caroling and tree lighting will be held at the Tree at the Farr Center.	
Fall Fun Festival	Jeff Sternberger	The date is October 9th, 2010 . Jeff needs help with marketing, pumpkin carving contest and is looking for ideas and workers. Marilyn Acker will again do the scarecrows and she is considering having a scarecrow contest. She has 33 scarecrows and plans to have an additional 10 ready for next fall.	
Concerts in the Park	George PUNCHES	George reported that all the concerts have been booked for this summer. June 7th, 2010 concert will be held at the school and will cost \$1,000. This will “showcase” the new school which has it's open house on April 11 th .	

		The auditorium holds 300 people. The stage for the park has been purchased for \$2,000. Al Taylor and Nancy May are now on the concert committee. We would like to install an underground electrical hook-up. George will show Doug Callaway exactly where we want the outlet. Mary Reed will go to the Village Meeting on March 17 th to ask for approval. There is a power panel already there. The concert's last program will be a Trio of Ladies from Bear Lake.	George PUNCHES will pick up the stage in Clare sometime in May. Doug Callaway will meet with an electrician to assure there is enough power.
Organizational chart	Doug Callaway and Chuck Reed	The work on the organization chart was started last year by Doug and Chuck..	Doug and Chuck will bring this information to the next board meeting.
Fireworks	Frank English	Frank reported that they are still working to get permission from land owners for a new access site on the lake for the fireworks.	
Old Business:			
Fireworks	Doug Callaway	Doug ask for clarification of the fireworks discussions at the retreat. He wanted to confirm that the PLA is still planning to share the costs of the fireworks with the Lion's Club and that they will be held on Onekama Days.	Fireworks are planned for this year during Onekama Days.
New Business:			
Citizen of the year award	Margaret PUNCHES	Margaret summarized the many great candidates who have been nominated this year. She will write short summaries for each of them. Many deserving citizens have been nominated..	Ballots will be sent out in the next President's Newsletter.
Retail PLA Clothing	George PUNCHES	George distributed a proposal for selling PLA retail clothing. (Attached to original minutes) Several points were detailed in this proposal. Discussion followed. These would be high quality tee shirts and sweatshirts and we could possibly make up to \$500 per year. George will check on prices from other sources.	Discussion will continue at the next board meeting.
Minutes submitted	Mary Reed	Meeting adjourned at 9:10 PM	