

# Portage Lake Association Board Meeting:

**MINUTES May 5<sup>th</sup>, 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  
 Barb Wolverton – Treasurer  
 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 <i>To do Plan</i>	Action steps
Call to order	Margaret Punches, President	All board members and officers were present. Also present: Linda English, Jane Mueller, Roger Cody and Tammy Messner. Jack Jones from Farmers Insurance was introduced and was present until 7:40.	Margaret called the meeting to order at 7PM.
Review of Insurance	Lee LaFleur	Lee introduced Jack Jones from Farmers Insurance who gave us an overview of his liability package for civic groups and organizations. It appears that this package would include more and be less expensive than adding on to our present Boyer insurance policy. For about an additional \$200 we would have everything we need to cover the board, our members and all our events. Frank English moved that we change our insurance policy to the Farmers Insurance policy presented by Jack Jones and cancel our Boyer Insurance. Jim Simons seconded. Discussion followed. George Punches recommended we investigate options this month and vote next month. Paul Mueller recommended we get the same package from Mathews, Boyer and Farmers. Lee will follow up and report next month.	Motion was tabled until next month when Lee will present information on all three policies for the board to review.
Secretary's report	Mary Reed	Minutes were emailed prior to the meeting. George Punches moved, Frank English seconded that the minutes be approved as distributed.	Minutes approved
Treasurer's Report	Barb Wolverton	The April 30 <sup>th</sup> financial report was distributed. There was discussion on the status of dues collection. Mary Fairgrieve clarified that the village was paying for the Village Park Survey insert in the May Newsletter. The costs and need for the storage unit was also discussed.	George Punches moved, Paul Mueller seconded. Financial Report was approved.
Websute	Roger Cody	Roger distributed reports from the website committee meeting. He explained that there are 3 ways businesses have their information on the site. 1. embedded page, 2. Link to their website, 3. listed @ not charge. Costs for these options will vary in the plan that is being developed.  The website has the ability to send to 2 different mailing lists...PLA and the watershed list. Reminders for community events can be sent to these people by email. Purpose of the website is for public information. We can send the President's letter and quarterly newsletter by email and save costs. With	The committee will encourage current businesses with lists to have a web page. Plan to get this done by the end of June. Committee will call on businesses and put together a marketing schedule.

		email comes the challenge of who will respond to the emails we receive. Currently Roger is doing this but as it expands, we will need to review how this will work. Roger is also checking on downloading forms on the website for dues, fund raiser, petunia parade, fesitval of lights and other forms. (Report is attached to original minutes)	
President's Report	Margaret Punches	The May Newsletters have been mailed. Mary Fairgrieve did this newsletter.	
Newsletter	Mary Fairgrieve	The next newsletter will be distributed on August 1 <sup>st</sup> . Mary Fairgrieve will do this newsletter and she reminded us to be thinking of articles.	.
Fundraiser	Lee LaFleur	Everything is going great! Lee predicts record turnout and record profits. Overhead projection is working good. Reminder that to get 5 extra tickets, they must be ordered by May 15 <sup>th</sup> . (Donors have until the end of the month to get the extra raffle tickets.) There is no cut off date for buying tickets. There are several new items this year such as golf packages and a "Day on the Bay" Traverse City package.	Next meeting of the committee is Tuesday May 12 <sup>th</sup> at noon at the Alpine Motor Inn.  All items must be turned in to Barb Wolverton by May 15 <sup>th</sup> .
Burkel Memorial	Mary Reed	Signs have been ordered for the village park and for the DNRE boat launch area. They will be "desert tan". The village sign will be horizontal, double-sided 54"W x 9"d x 41" high mounted on 2 posts. The DNRE sign ll be horizontal, double-sided 40"W x 9" d x 31" h. Total cost with shipping is \$2,179.43. PLA contributed \$675 from the Don Burkel memorial fund and the Portage Lake Watershed Forever contributed \$1504.43. A plaque for the signs was discussed. We will wait until the signs are in place to determine options for recognition plaques.	Signs will be installed by Tim Morley. Target date is to have them up before Memorial Day. After the signs are up, options for a plaque for the signs will be determined with the watershed.
Winterfest	Doug Callaway	No report.	
Celebration of Lights	Jewelee Franklin	No report. Date is <b>November 20<sup>th</sup>, 2010.</b>	
Petunia Parade	Tammy Messner	Tammy reported that everything is in place for this year.'s petunia parade Petunias will be planted on on May 26 <sup>th</sup> .	
Fall Fun Festival	Jeff Sternberger	No report. Date is October 9, 2010. Event will be held in the village park.	
Concerts in the Park	George Punches	The first concert will be <b>June 7<sup>th</sup>, 2010</b> It will be held at the school. George is working with Doug Callaway for improved wiring for the stage in the park. Cost of wiring could be as high as \$400. We received 2 grants from the Michigan Arts and Humanities for a total of \$620 to help cover costs. Alpine Motel will again donate two rooms. George will pick up the stage next week. It will be stored in the village park bathhouse.  A new banner has been purchased and will go up soon. George ask for volunteers to set up and remove the stage and for "passing the hat".	George Punches moved, Barb Wolverton seconded that we approve up to \$400 for electrical wiring for the concerts. Motion carried.
Organizational chart	Doug Callaway Chuck Reed	No report.	

Fireworks	Paul Mueller	Paul reported that they have received bids from 3 companies. They are now reviewing 2 of them. Total amount to be spent is \$5,300. Lion's Club will donate ½. They will make a decision in a week. Frank is still working on access for the launchings.	
Old Business:			
New Business:			
Adjournment		Jim Simons moved and Frank English seconded that we adjourn at 8:10	Motion passed
Minutes submitted	Mary Reed	Secretary, PLA	