

# Monthly Wisconsin Lake Org Chats

*Monthly chats, tentative topics include...*

- Organizational Capacity (Jan. 2025)
- Communicating Effectively (Feb. 2025)
- Annual Meetings
- Budget Cycle
- Finances
- Committees
- Lake District Boundaries
- Insurance
- Membership
- and more! (what are your ideas?)

Goal: Introduce important & timely topics to the lake organization community in Wisconsin in a fun and engaging way while pointing the way to additional resources.



# Episode 3: Planning for the Annual Meeting

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Extension Lakes,

University of Wisconsin-Stevens Point

**Sara Windjue**, Leadership and Capacity

Development Specialist

Extension Lakes,

University of Wisconsin-Stevens Point

**Dave Quady**, Sand Lake Association,

Rusk County

**Sandy Campbell**, Long Lake Preservation

Association, Washburn County



Extension Lakes

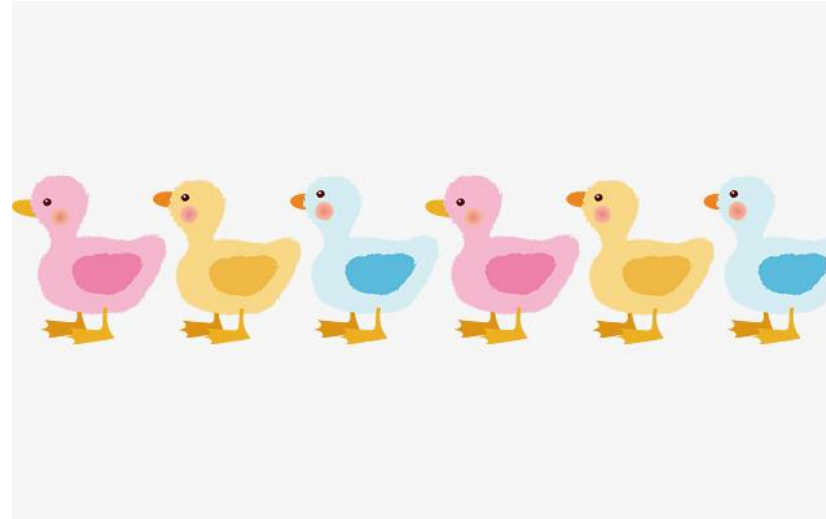
College of Natural Resources

**University of Wisconsin-Stevens Point**

# Getting your ducks in a row...

Question to explore:

- 1) Who is available to help prepare for the annual meeting?
- 2) What do your bylaws say about your annual meeting?
- 3) Where and when are you able to hold this event?
- 4) What supplies do you need?
- 5) What will be on the agenda?
- 6) How many voting members does your organization have? How many required for quorum?



# Why do we need to have an annual meeting?

## Governance Requirements

- Electing Board Members/ Leadership
- Consenting to Change in Operations/Bylaws
- Approving a budget (and setting taxation\*)
- Create funds for future capital projects\*
- Establish compensation for board members\*

\* Mostly applies to Lake Districts

## Report Achievements and Obtain Feedback

- Review last year's meeting results/ approve minutes
- Discuss progress on major initiatives
- Financial reports and goals for the next year

## Build Social Capital



# Lake Association Bylaws vs. Lake District State Statute

## LAKE ASSOCIATIONS

Bring a copy of your bylaws to the meeting  
Assumes someone knows where to find them!

## LAKE DISTRICTS

Have a printed copy of Chapter 33 on hand  
You can find online and download/print the PDF



# Lake Association Bylaws

Do you know where your bylaws are?

Do your bylaws dictate when the annual meeting must be scheduled?

Do the bylaws outline an agenda for the annual meeting?

Do the bylaws need to be updated at the annual meeting?  
Were there problems with the bylaws that popped up at the last annual meeting, or in the time in between?

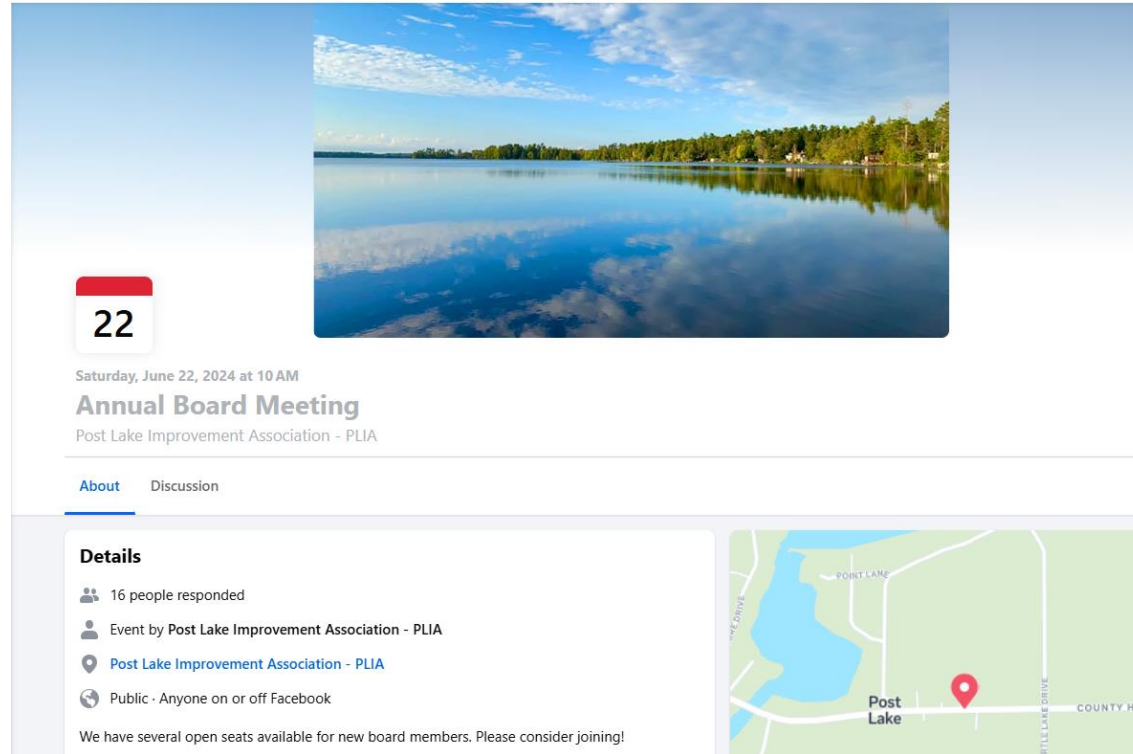
DNR Grant Eligibility: “Qualified Lake Association” standards

*Article X - ADOPTION AND AMENDMENTS These bylaws, and any amendments thereto, may be adopted at any annual or special meeting of the Association by two-thirds vote of members present and entitled to vote. Proposed amendments to the bylaws must be summarized in the notice for the annual meeting at which the amendments are to be voted on.*



# Location, Location, Location

- Date (Holiday Weekend?)
- Time (Morning or Afternoon?  
Food?)
- Place (Accessible? Public?  
Bathrooms?)



22

Saturday, June 22, 2024 at 10 AM

**Annual Board Meeting**

Post Lake Improvement Association - PLIA

About Discussion

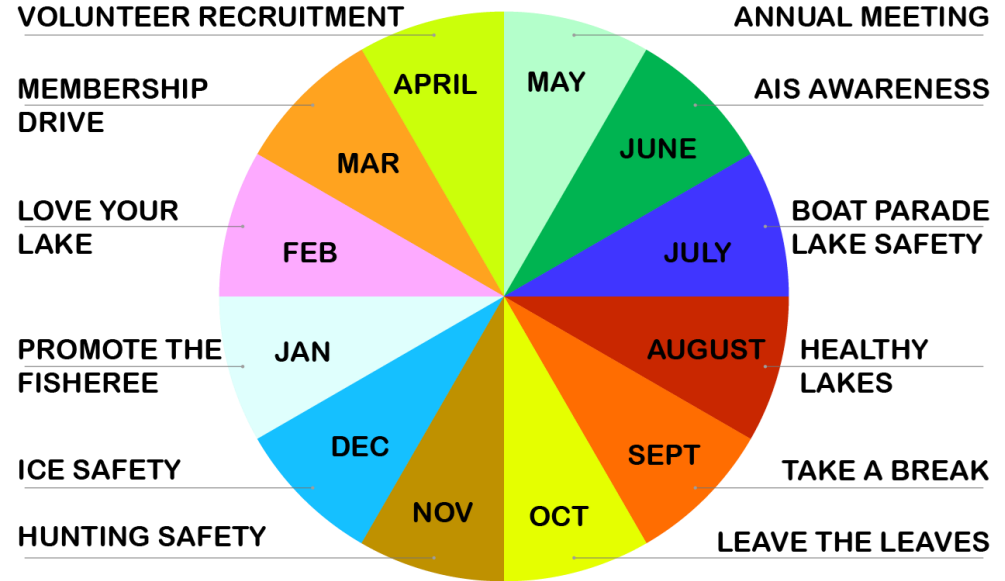
**Details**

- 16 people responded
- Event by Post Lake Improvement Association - PLIA
- Post Lake Improvement Association - PLIA
- Public - Anyone on or off Facebook

We have several open seats available for new board members. Please consider joining!



# Getting the word out





# Supplies/Set-up

- Signage at the site
- New members/renewals (assoc.)
- Property tax roll (districts)
- Food/beverages
- Nametags
- Table set-up
- Screen/projector/extension cords?
- Microphone and sound system?
- Ballots
- Copies of agendas
- Feedback forms



# Agenda

- How far in advance do you set the agenda?
- What is on the agenda?
  - Financials
  - Membership
  - Grants
  - Upcoming events
  - Projects
- How long do you discuss each item?
- Summarize “Rules”/ Courtesy Code/ Norms on the agenda itself
- Make it interactive?
- Parking Lot (save it for the next meeting)



# Elections

- Associations: Bylaws
- Districts: Chapter 33
- Who can vote?
  - Members
  - Everyone?
- How do you collect votes?
  - Show of hands
  - Ballots



# Budget at the Annual Meeting

## Lake District

- Chapter 33 guidance
- Detailed guidance for including the budget in the notice of the annual meeting
- An “audit” of the budget is to be presented at the annual meeting
- The budget is subject to amendments proposed and approved at the annual meeting
- A majority vote of those eligible to vote passes the budget, including levels of taxation.

## Lake Association

- Creating a budget is often a board of directors’ responsibility
- The annual meeting can feature a treasurer’s report
- If there are major initiatives requiring donations and fundraising, the annual meeting is a good place to “launch” a campaign



# Committee Reports at the Annual Meeting



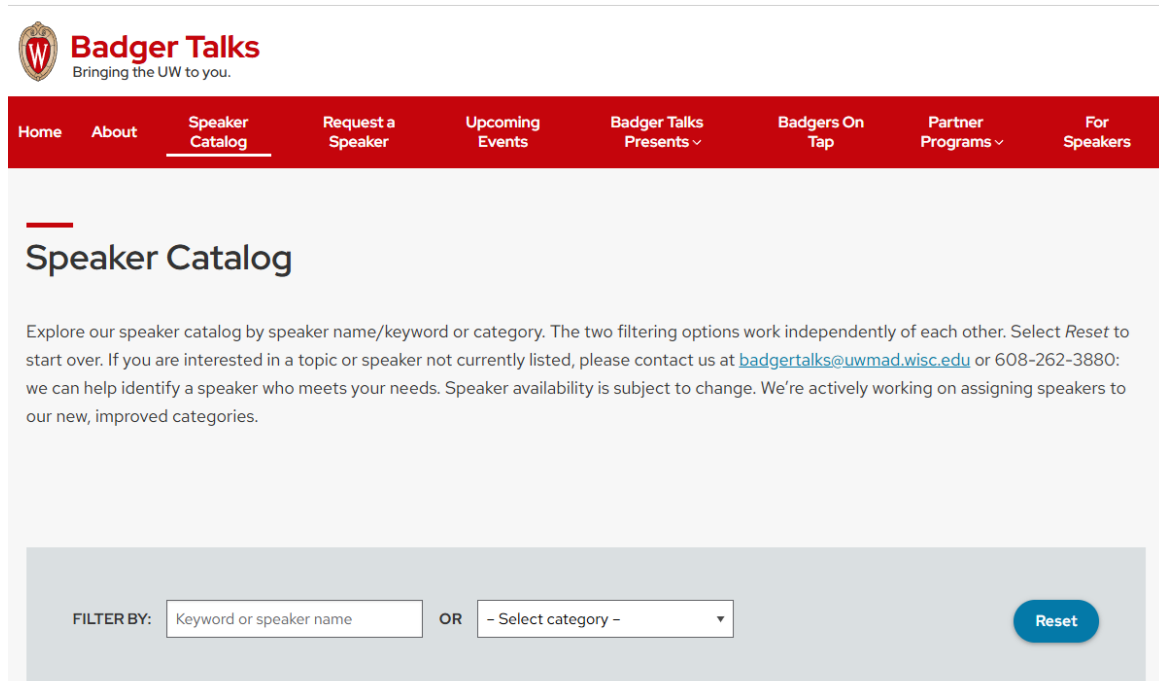
*...other committees?*




# Special Guests/ Speakers

- DNR
- County
- Local partner
- Consultant
- School/youth group
- Environmental Ed.

<https://badgertalks.wisc.edu/>



The screenshot shows the 'Badger Talks' website. At the top is a red navigation bar with links: Home, About, Speaker Catalog (underlined), Request a Speaker, Upcoming Events, Badger Talks Presents (with a dropdown arrow), Badgers On Tap, Partner Programs (with a dropdown arrow), and For Speakers. Below the navigation bar is the 'Speaker Catalog' section. It features a paragraph explaining the catalog and providing contact information. At the bottom, there is a search area with a 'FILTER BY:' label, a text input field containing 'Keyword or speaker name', an 'OR' separator, a dropdown menu showing '- Select category -', and a blue 'Reset' button.

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## Speaker Catalog

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FILTER BY:  OR  [Reset](#)



# How did it go?

- Evaluations/feedback
- People “vote with their feet”
- Track attendance year-to-year

## What's next?

- Follow-up with those who didn't attend
- Offer other opportunities throughout the summer for people to meet/learn
- Share out minutes/election results



<b>FEEDBACK</b>		
😊	EXCELLENT	<input checked="" type="checkbox"/>
😊	GOOD	<input type="checkbox"/>
😐	AVERAGE	<input type="checkbox"/>
😞	POOR	<input type="checkbox"/>



*Coming next month...*

# Budget Cycles for Lake Organizations



Please let us know what you think of these monthly lake org video chats. We appreciate your feedback and thank you for your time.

[Monthly Lake Organization Video Chats](#)