

LFA Board Retreat Minutes
Sunday, February 25, 2018
10:00 am – 4 pm
At the home of John Watkin

In attendance: Ellen Moch (chair), Emily Mosely (vice chair), Russ Cole (treasurer), Matt Cline, Evan Erickson, Daniel Pomp, Chris Senior, Clark Troy, John Watkin and Audrey Green (transition association manager)

Hopes:

- Roles and responsibilities
- Simplification
- Prioritization
- Minimization
- Recruitment
- Efficient
- Institutionalization
(records, strategy, tools, transitions)
- Restructure
- Clarity
- Ease

Mission Statement Draft (with modifications from retreat):

The Lake Forest Association (LFA) mission is to preserve and enhance the quality of life and sense of community for Lake Forest members through effective and efficient

- management and maintenance of Eastwood Lake, Eastwood Lake Park and all other LFA community property
- enforcement of LFA regulations to preserve Eastwood Lake and Lake Forest community property
- sound financial stewardship
- communications with and advocacy for LFA members as pertains to LFA matters

Leadership Structure (needs policy):

Chair: Oversees function areas: Governance, Finance, Membership

Vice Chair: Oversees function areas: Lake/Park, Summer Programming, Events

Treasurer: Finance and Insurance (with committee)

Secretary: Meeting minutes and heads Membership Committee (with committee)

Succession Planning:

Officers serve two-year terms (needs policy)

Three-year terms for board members, renewable:

2016-2019	Clark, Daniel, Russ
2017-2020	Chris, Evan, Matt
2018-2021	Emily, John, Ellen

Function Areas of the LFA:

Governance - Board Chair (Ellen)

- Keep board focused on mission, goals and responsibilities
- Conduct regular board meetings
- Board and community relations
- Conduct general membership meetings
- Regulations (rules and policies)
- Board and member communications
- Oversee work of Finance and Membership
- Supervise LFA management staff/management co.
- Chair LFA board nominating committee
- Board recruitment and succession planning

Finance/Insurance – Treasurer (Russ) + Fin. committee (Clark and volunteers)

- Prepare budgets
- Book keeping/payroll
- Oversee member database
- Collect dues and fees
- Prepare finance reports
- Manage Profit/Loss statements
- Set member dues fees
- Realtor communications
- Payables
- Long range financial planning
- Asset management
- Secure and review necessary insurance
- Conduct an annual internal audit
- Determine best practices

Lake and Park (John, Chris, Evan, Clark, Daniel, Matt, Scott (volunteer for boats))

- Water quality Testing (Chuck Henage)
- Wild animal control
- Lake front property dock plan approvals
- Water depth testing
- Invasive plant monitoring and control (e.g. hydrilla weed control)
- Stock lake with fish (for water quality and for sport)
- Cypress tree preservation
- Dam maintenance
- Forebay maintenance
- Erosion control
- Structures and equipment construction and maintenance
- LFA grounds design and maintenance
- Mosquito Control
- Supplies and materials
- Boat management
- Weather Station
- Security
- The gate
- Signage in park

Membership – Secretary + committee

(Need board member to be secretary + form committee)

- Volunteer recruitment and management
- Communications including mailings, emails, feedback protocols, Facebook, LFA Backyard Fence, LFA, and website
- Associate membership management
- Welcome Committee
- Affinity Groups – garden club, sharing library, etc.
- Minutes for Board and General Membership Meetings
- Socials and events (shouldn't this be under Park/Lake or summer programming, not membership?)

Summer Programming at the Park: Staff (Audrey) and board member (Emily)

- Hire, schedule, train, supervise seasonal staff
- Maintain games, supplies for park
- Plan and execute LFA sponsored events
- Collect and communicate season attendance data
- Set seasonal calendar
- Create and communicate re: summer
- Manage group bookings and group events- communications, management and staffing

Parking lot

For Upcoming board meeting:

- Approve Refined Mission statement language at next board meeting
- Boat rack rental program-execute in time for season
- Initiate new LFA Board structure, function areas, accountability and communication
- Review, refine 2018 goals with consideration of budget of time, human resources and finances
- Set May Spring General Membership Meeting date and agenda

For Spring GMM:

- Financial update including: strategic plan for future costs, revised 2018 budget, handout: this is where your dues go
- Revised LFA Board structure

- Newly revised polices and rules
- Proposal/Approval of bylaw changes (structure, succession planning, etc.)
- Vote on new board members
- Pavilion Update

For Future Board Consideration: (see recommended function areas in parenthesis)

- Records and Books (Governance)
- Airbnb/short term rental rules (Governance)
- Floating dock as boat rules (Governance with Lake/Park)
- Alcohol policy (Governance with Lake/Park)
- Ice/hazardous lake conditions and applicable rules (Governance with Lake/Park)
- LFA Backyard Fence- just for LFA members in good standing (Governance with Membership)
- Member survey (Membership)
- Set up of an LFA Foundation

Summary of Functional Needs for Board: What else?

- Secretary-new
- Web site-new
- Park Czar?
- Community Events-new
- Membership-new

Potential Recruits to LFA Board:

- David Marks davidmarks@yahoo.com
- Basil Kushnir (membership?)
basilkushnir@gmail.com
- David Robinson
- Scott Reifsnnyder (boat program)
- Maryanne Boundy
- Mary (Rene's wife?)

- Mark Zimmerman (a lake engineer?)
- Husband of Christiana Birch?

Potential VOLUNTEERS:

- Chris Barker (already on Finance Cmtee)
- Ricky Spero (3 young kids, very interested in landscaping the park, on landscape committee)
- Website: Kyle Woodward, Igor Ivaniesevic