



Coon Lake Improvement Association
P.O. Box 54
East Bethel, MN 55011
Board Meeting -Minutes
December 17, 2020

Attendees: Meeting via ZOOM; Kayla, Karrie, Becky, Don, Joe, Rick

Call to Order: 7:01PM

Approval of Agenda: Approval of December agenda (Karrie) Joe motioned, Kayla to second. Approved.

Secretary's Report: Approval of November minutes (Karrie) Joe motioned, Rick to second. Approved

Treasurer's Report: Approval of November report (Kayla) 5,175.01 income (does not include Cheddar account yet), 3,175.99 expenses; 145,578.26 balance; Edward Jones doing good. Website yearly max is 2,500 so added a running balance. YTD 1,530. Time Paula spent on the book was donated. We have 10-\$10 gift certificates (Becky has them). Becky to contact Route 65 to get info on them. Rick motioned to approve, Joe to second. Approved.

Old Business:

1. **Wild Celery Plants**
No new information.
2. **Public Launches parking issue**
No new information.
3. **Beaver Dam Concern in Man Made Channel**
5 beavers trapped and removed. Waiting for channel to fully freeze over. \$500 spent so far. Need to address the cache in the spring. Don will ask the DNR or the county to help clean out the channel.
4. **Update Aerator Power Control Boxes**
Update and vote on whether to support financially the repair of the aerator electrical box on the east bay. Work may have been done (Jeff / Anoka county). \$2800 cost to the county. Looking for CLIA, CLID and Coon Lake Beach Community to help with the costs. Jeff to check with CLBC before CLIA would agree to contribute. CLID – yes, CLBC – no. Thought is the county maintains them. Karrie to motion to send \$250 to county along with a letter that the county is responsible for this project. Rick second. Karrie changed amount to \$500, Joe to second. Kayla asked for an invoice. Motion approved.
5. **Deb Melanders Member at Large Board position**
Still need a replacement for this position. She would be up for re-election in the spring. Joe to do a FB Post, email (after the holiday) and newsletter. Encourage people to sign up. 6 month commitment to try it out. Low time commitment.
6. **Weekly Facebook Topics**

How is everyone doing with their info / write ups? Plan to continue based on schedule below.

7. Annual Budget – Kayla

Joe and Kayla reviewed the list on the agreed to audit. Full detail as a supplement in the end of the minutes.

Working to update the classifications on expenses. Keep website costs (Paula) under website and not fees. Kayla will update past reports for consistency.

Average revenue is \$11,681 and average expense \$12,753 over the last 2 years. We have not set an amount in checking, should we be transferring to Edward Jones? Discussion to keep average expense balance in checking and move the rest to Edward Jones. Keep a buffer of \$15,000 to avoid withdrawal penalty if there is. Don't check to see if there was a fee for withdrawals.

Looking to transfer \$19,000 to Edward Jones. If there is no penalty, go ahead. If not, we will discuss further.

What are our future plans for our funds? Educate members on this. What are big lake projects we should support?

8. First Responder List

Joe talked with Bill King (EMT – Hennepin County) & Wife (East Bethel Fire Dept). Makes more sense to call 911 vs going in search of a neighbor that might not be home or available.

They did offer some first responder location. People could go to a designated spot ex. Landing's, park, beach etc. Could we publish (cards, signs) something on what to do – ex. Call 911, say what landing to go to, etc. What is someone talked at a membership meeting with a card to reinforce info.

Paula / Jodi to post on website and FB safe ice amounts (Joe to get this info to them).

9. Coon Lake Book Update

Joe has the balance of the inventory and will email people that have yet to pick up. 64 new requests for books above what we have sold. When do we order more? Karrie motioned when the order list is up to 80, we order 100. Kayla second. Approved.

New Business:

1. Thanksgiving meal sponsorship

Kayla (Via email) motioned for the board to approve the purchase of 8 Thanksgiving meals totaling \$103.92 from Route 65 to support our local business and community. Karrie Second. Approved via email.

2. Insurance Policy Renewal

Kayla (via email) motioned to approve the renewal of CLIA insurance policies at the same rate as last year, in the amount of \$1237.27. Joe Second. Approved via email – there was an incorrect quote at the last meeting.

3. CLIA Fishing Tournament Dates

Cory Olson is usually in charge. He is interested in doing again, but waiting for to see how the COVID situation is closer to Mid February.

Karrie to look for last year notes on changes for this year.

4. Welcome Committee Discussion (Karrie / Becky)

Karrie and Becky to work a proposal and bring it back to the team.

Realtor – Mary Wells, Jolene, Business sponsors

Committee Reports:

1. **Web Master** (Paula) Need more storage space for our site. Constant Contact for SPAM mail.

2. **Water Quality** (Arlan)

3. **Social** (Becky)

4. **Publication / Social Media** (Denise / Jodi) Talk about updating the directory (membership list, bi-laws, etc)

13-Dec	Joe	Newsletter info / due date; meeting coming
20-Dec	Don	Christmas post
27-Dec	Karrie	Cross Country Ski Trails
3-Jan	Kim / Joe?	Membership
10-Jan	Becky	Clothing
17-Jan	Joe / Al	CLID vs CLIA; meeting coming
24-Jan	Joe	Business Sponsor Post
31-Jan	Don	President Update
7-Feb	Joe	Meat Raffle
14-Feb		Install Aerators; meeting coming
21-Feb	Kim	Membership reminder
28-Feb	Becky	Spring is coming - date for spring meeting

5. **Membership** (Kim) Email and FB post for January
6. **Apparel** (Becky / Karrie) Working colored items for Spring; wear at spring meeting if we have them.
7. **Meat Raffle** (Joe)
8. **CLID** (Al)

Meeting Dates:

Board meetings: January 21, February 18
(Standing 3rd Thursday of each month)

Upcoming Events:

Miscellaneous:

Adjourn: Rick motioned, Karrie Second 8:35 PM.

Supplemental info – Audit.

Summary of the December 2020 Coon Lake Improvement Association Financial Reporting Audit

In preparation for the 2020 annual financial audit:

Kayla to prepare for review and discussion of records association financial records going back to October 2019 (post the last annual audit and following her assuming the role of Treasurer)

Kayla sent me the working electronic spreadsheet that she is using for transactions, statements, expense, and revenue tracing to produce monthly and membership meeting reports.

I reviewed the electronic files:

- I found the electronic files to be in good order
- The financial tracking process she continued to use upon assuming the role of CLIA Treasurer is substantially the same as that previously audited last year and used by Ken Johnson previous Treasurer
- I did not find anything noteworthy for the period of time being reviewed (Oct '19 – Nov '20)

On December 6th, 2020, Kayla and I spent over 2 hours reviewing and discussing the financial practices being used to track and report the Coon Lake Improvement Association finances.

I did not ask to review any specific documents or statements as that work had been done in detail last year.

Rather, Kayla and I had a discussion about the following items:

- We reviewed all of the receipts and deposits from the Fall Membership meeting
 - o Closing out of the apparel program
 - o Membership dues
 - o Book sales and receipts

- Is there anything that concerns Kayla regarding the association finances (tracking, itemizing, reporting or other)?
 - o Nothing in particular
 - o She would like to categorize some items slightly differently. We'll continue to leverage old no longer used categories for new line items
 - o How to recognize/categorize certain pays such as web payments vs web services payments for consultant fees, Donations vs membership fees we pay to other lake associations.

- We talked about the future reporting and assembling a prospective annual Budget Proposal for 2021?
 - o Kayla will derive a Budget proposal for 2021 based on our 2019 and 2020 spending (since 2020 was not a typical spending year due to the pandemic)
 - o She will identify expense line items as either "fixed" or "variable" to help with the budgeting process

- The areas that I thought might benefit from some additional attention
 - o Our ability to track cash transactions and reconciliation (the Chronicles of Coon Lake book in particular)
 - o Being able to more seamlessly tie payments to specific membership names and tracking

I found everything that we reviewed and discussed to be in very good order. We did not identify any accounting or tracking errors. We reviewed financial record keeping, tracking, and projecting practices more than anything in order to streamline and make reporting as intuitive as possible for the report consuming audience.

Joe Janda – Vice President CLIA

December 2020