

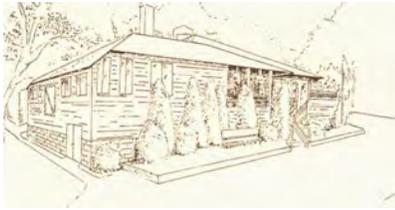


**CSA Annual Meeting**  
**9:30 a.m. | July 29, 2023**  
**Assembly Building, Pilgrim, MI**

**Advance Review Packet**

<b>Page(s)</b>	<b>Report or Item</b>	<b>Member Action</b>	<b>Vote?</b>
1-2	Review Packet Contents	–	
3	<a href="#">Meeting Agenda</a>	Review for consent agenda edits	
4-13	2022 Annual Meeting Minutes	Review for approval Make a note of any edits	X
–	President’s Report	No written report	
14	Managing Director’s Report	Review	
15-18	Treasurer’s Report	Review	
–	Archives Report	No written report	
19-20	Women’s Association Report	Review	
21-23	Education Fund	Review	
24-25	Pilgrim Fund Report	Review	
26-27	Preservation Fund Report	Review	
28	Arts Committee Report	Review	
–	Budget Committee Report	No written report	
29-31	Buildings & Grounds Committee Report	Review	
32-41	Bylaws Committee Report	Review	
–	Calendar Committee Report	No written report	
42-43	Citation Committee Report	Review	

44	Communications Committee Report	Review	
45-46	Construction Review Committee Report	Review	
47-49	Crystal View Committee Report	Review	
50	Dune, Beach & Bluff (Ad Hoc) Committee Report	Review	
51-52	Ecology Committee Report	Review	
53-55	Human Resources Committee Report	Review	
–	Legal Committee Report	No written report	
56-57	Membership Committee Report	Review	
58-63	Nominations Committee Report	Review	
64-65	Spiritual Life Committee Report	Review	
66-69	Tennis Committee Report	Review	
70-72	Waterfront Committee Report	Review	
73-74	Youth Committee Report	Review	
–	Old Business		
75-85 86-87	New Business - Permissive Use Agreement - Crystal Beach Playground Renovation	Review for discussion Review for discussion	



CSA ANNUAL MEETING  
Saturday, July 29, 2023 | 9:30 a.m.  
CSA Assembly Building

AGENDA

**The Congregational  
Summer Assembly**  
2128 Pilgrim Hwy  
Frankfort, MI 49635  
231-352-4751

**President**  
Ed Allred\*

**Vice President**  
Debbie Allbright\*

**Secretary**  
Tammy Kockaya Shreiner\*

**Treasurer**  
Gary Dawley\*

**Women's Association**  
Ann Whelpton

**Board of Trustees**

**2020-2023**  
Ed Allred  
Alfie Bingham\*  
Brook Cunningham\*  
Diane Tracy  
Crissie Vitale

**2021-2024**  
Debbie Allbright  
Bill Fisk  
Joshua Knight\*  
Lorry Spitzer  
Jennifer Rhodes Swetland\*

**2022-2025**  
Sally Dutton  
Andrew Gaffney  
Julie Finley Knott  
Mike Lodes  
Susie Ratner\*

**Managing Director**  
Amy Somero

\*Executive Committee

- I. Call to Order
- II. Opening Prayer
- III. Set Adjournment Time & Consent Agenda
- IV. Approval of Minutes from August 6, 2022\*\***
- V. Reports
  - a. President's Report - oral
  - b. Managing Director's Report - written and oral
  - c. Treasurer's Report - written and oral
  - d. Archives Report - oral
  - e. Women's Association Report - written and oral
- VI. Fund Reports
  - a. Education Fund - written report
  - b. Pilgrim Fund - written report
  - c. Preservation Fund - written and oral report
- VII. Committee Reports
  - a. Arts - written report
  - b. Budget - see Treasurer's report
  - c. Buildings & Grounds - written report
  - d. Bylaws - written and oral report
  - e. Calendar - no report
  - f. Citation - written report
  - g. Communications - written report
  - h. Construction Review - oral report
  - i. Crystal View - written report
  - j. Dune, Bluff & Beach (Ad Hoc) - written and oral report
  - k. Ecology - written report
  - l. Human Resources - written report
  - m. Legal - no report
  - n. Membership - written report
  - o. Nominations - written and oral report\*\***
  - p. Spiritual Life - written report
  - q. Tennis - written report
  - r. Waterfront - written report
  - s. Youth - written report
- VIII. Old Business
- IX. New Business
  - a. Permissive Use Agreement
  - b. Crystal Beach Playground Renovation
  - c. Enabling Resolution\*\***
- X. Adjournment

**\*\*Member vote needed**

**FINAL**  
CONGREGATIONAL SUMMER ASSEMBLY  
**ANNUAL MEETING**  
Date: August 6, 2022  
Assembly Building

**Call to Order:** President Allred called the meeting to order at 9:38 a.m. EDT and welcomed everyone. He announced the meeting was being recorded solely for accurate minutes and that the eligible voter list was available during the meeting for examination by any member. He introduced the panelists: Diane Tracy, Vice President; Julie Walton, Secretary; and Marie Smith, Parliamentarian.

Shannon Wise opened in prayer.

Mr. Allred noted a quorum was present, and 13 valid proxies were filed with the Secretary in advance of the meeting. The adjournment time was set for 12:00 p.m. EDT.

Attendance: 64 signed-in as Members, and 30 signed-in as Associate Members or permitted Assembly Ticket Holders. Mr. Allred indicated that all but one matter on the agenda was for both Member and Associate Member vote and by simple majority. He reminded attendees that votes by lot-owning members require a 2/3 majority to pass a motion.

**Highlights:**

- Property-owning members approved a proposal by Lot Owners for the construction of a stone revetment at the toe of the Lake Michigan bluff spanning CSA Lots 174, 175, 176, and 177 at the owner's expense. See New Business for details.
- The CSA is in good financial shape.
- The Trustee class of 2022-2025 was approved: Sally Dutton, Andrew Gaffney, Julie Knot, Mike Lodes, and Susie Ratner.
- After an informative Open Forum in July, the Waterfront has created five new subcommittees to research and discuss issues pertaining to the needs of the Crystal Lake waterfront, including 1) Shoreline watercraft storage; 2) Moorings; 3) Docks/hoists; 4) Policy needs/changes re: watercraft storage; 5) Accessibility.

**Approval of Minutes:** Mr. Allred called on Jane Cooper, who, on behalf of a committee composed of David Pray, Megan Carella, and herself, announced that they had reviewed the minutes of the Annual Meeting of July 31, 2021 and **MOVED** they be approved. **APPROVED.** Mr. Allred then appointed David Belknap, Megan Carella, and Judy Dawley to review the minutes of this meeting.

**President's Report:** No written report. Mr. Allred said it had been a wonderful summer for most of us. We mourn the loss of Peggy Sammons last week. A member noted to Mr.

Allred that it feels like we rocketed out of the pandemic. He thanked Managing Director Amy Somero for her and the staff's hard work to make this summer happen. Mr. Allred also thanked the Trustees, outgoing Trustees, and committee chairs for their work. He thanked Julie Walton, Secretary, and Diane Tracy, Vice President, both of whom will be stepping down. Then he thanked Holly Freeburg, as outgoing Past President, for her years of service. The CSA is thriving today, and it has been a privilege to serve as its President this year.

**Managing Director's Report:** Written report. Ms. Somero asked people with questions to see her. She thanked everyone for their support and encouragement.

**Treasurer's Report:** Written report. Mr. Dawley reported that for transparency, everyone has a paper copy of the balance sheets through July 18, 2022. The cash position is \$298K at present. Total assets, which include the Preservation Fund, are just over \$1M. Total income of \$309K is normal and slightly above 2021. Total expenses of \$231K are higher than for this time last year because this year, we are fully staffed and programmed. The expenses are within budget. Account 6250 is professional services for legal and other consulting fees. It is normal this year, being much higher in 2021 due to seawall and bylaws work. Under account 7531, the new Pilgrim Place roof was funded by the Pilgrim Fund. Investment income was down but is edging back up in the Preservation Fund. Overall, the CSA continues to be in good financial shape.

**Archivist's Report:** Written report. Ms. Cooper added that Judy Dawley has agreed to be another assistant archivist. History Night is slated for August 4, 2023. Presently, the Archives is creating a digital collection of CSA sounds. Please send her any audio recordings you have or can make that say "CSA" to you.

**Women's Association Report:** Ms. Jones reported that the 2022 Arts Fair/Cottage Treasures/Silent Auction was co-chaired by Margie Finley and Lisa Stroben Gates. Many more volunteers helped with willing hands. Thanks to them and the entire staff, the income from the Fair, after expenses, will total \$16K. There is an ongoing need for volunteers, especially new Fair co-chairs for 2024 who are able to shadow positions during 2023. Additionally, there will be more slots on the board itself in 2023. The next annual meeting will host Liz Kirkwood of FLOW at 10:00 on Tuesday, August 9. That will be followed by the business meeting at 11:00.

## FUND REPORTS

**Education "Scholarship" Fund:** Written report. Ms. Daly thanked people for their donations. In 2021 \$25K went out to 5 local and 4 CSA students.

**Pilgrim Fund:** Written report. In addition, Ms. Tracy shared that the Pilgrim Fund provided funds for the new adjustable tables and stackable chairs in the Assembly Building kitchen.

**Preservation Fund:** Written report. Mr. Dawley pointed out that the committee had a large cash allocation that was set aside for Covid support. Since that threat is behind us, those funds will be invested.

## COMMITTEE REPORTS

**Arts Committee:** Written report. Ms. Taylor noted that Barb Perry would be the new chair going forward. As an outgoing Trustee, she also challenged people to be intentional about becoming more welcoming and inclusive.

**Budget Committee:** Written report. Ms. Rollinson noted that the people are welcome to seek her out with comments or questions.

**Buildings and Grounds:** Written report. Mr. Buzzell reported that they have worked in an advisory capacity with the Board of Trustees. Please direct questions to him.

**Bylaws:** No report. Mr. Allred announced that Mr. Gosnell is stepping down as chair and thanked him for his many years of service.

**Calendar:** Oral report. Ms. Schopp asked that 2023 events be reported to her or Ms. Somero. The committee meets Wednesday, August 10, 2022, at 9:00. Please submit items.

**Citation Committee:** Written report. Ms. Shreiner reported that the 2022 Citation was awarded to Judy Rodes.

**Communications:** Written report. Ms. Pringle Congbalay, the Communications Coordinator, reported that this committee manages the website, Instagram and Facebook accounts, and the weekly email.

**Construction Review:** Written report stands.

**Crystal View:** Written report stands.

**Ecology:** Written report stands. Mr. Allred thanked Linda Campbell for her service as chair as she steps down.

**Human Resources:** Written report. Ms. Jones asked for volunteers with HR expertise to serve on the HR committee. She thanked Amy Somero, Barb Patterson, and Elaine Walton for their excellent support.

**Legal:** Written report. Mr. Spitzer asked for questions and reminded everyone that the committee does not serve as legal representation for the CSA but acts in an advisory capacity to respond to questions from the Board.

**Membership:** Written report. Ms. Carella asked for additional volunteers to serve on the committee as it works to develop and grow the Associate Member base and to continue to engage lot-owning members.

**Nominations:** Written report. Mr. Allred noted that the 2022-2025 nominees' biographies had been published in advance of the meeting. On behalf of the Nominating Committee, Ms. Bazzani **MOVED** and Mr. Dawley **SECONDED** approval of the slate of the following to serve as Trustees in the 2022 – 2025 class: Sally Dutton, Andrew Gaffney, Julie Knot, Mike Lodes, and Susie Ratner. There was no discussion and no nominations from the floor. **APPROVED UNANIMOUSLY.**

**Spiritual Life:** Written report stands.

**Tennis:** Written report stands. Mr. Allred noted that the entire tennis program is reenergized, and he thanked the tennis committee and staff.

**Waterfront:** Written report. Mr. Cooper emphasized that in the last two years, we have had two new rafts, two new lifeguard stands, and a new lifeline. Main efforts this summer addressed boat storage and dockage, with five new and active subcommittees appointed to study the following issues: 1) Shoreline watercraft storage; 2) Moorings; 3) Docks/hoists; 4) Policy needs/changes re: watercraft storage; 5) Accessibility. Subcommittees will report back by mid-August with the goal of preparing any plans ready for implementation in 2023 by the budget deadline. Mr. Allred noted that good work came out of the last Open Forum regarding waterfront concerns and ideas.

**Youth:** Written report. Ms. Swetland highlighted the committee's work on a new vision for engaging CSA youth with fresh and creative programming. She thanked the CSA for the funds for increased staffing. She thanked: Heather Lotzar, Youth Director, for her many hours of work; Sasha Niemann, one of the new Youth staff, for her encouragement and interest in youth development; and Stacey Peoples, who led training for Youth staff on how to interact with one another and with those with differences. She also thanked Mr. Tezak, Ms. Blessing, and Mr. J O'Neal for leading youth events. There were over 80 high schoolers from Frankfort, the CSA, and Yacht Club at the last Teen Dance. Ms. Swetland reported the need for additional youth leader staff and increased hours for the Youth Director. Mr. Allred commended Ms. Swetland for her very inspiring leadership on behalf of our youth.

**Ad hoc Lake MI Dune, Bluff and Beach:** Written report. Mr. Belknap congratulated the new Trustees and thanked the DBB committee for keeping the water levels low this year.

There is still an erosion problem at the Lake Michigan beach, with a washout in the last rain event south of the new stairs.

All written reports are filed with the minutes of this meeting. Diane Tracy **MOVED**, and Jen Daly **SECONDED** approval of all reports. **APPROVED UNANIMOUSLY.**

### **NEW BUSINESS**

- a. Stone Revetment Proposal. Mr. Belknap introduced the proposal. In February 2021 lot owning members approved access for three lot owners to build a seawall, a proposal that was eventually denied by EGLE (former DEQ), which instead recommended that the owners consider their only presently-allowable alternative: a new proposal for a permit to build a stone revetment. (EGLE changed its policy during the time the original proposal was in the pipeline).
- b. Mr. Tom Gillett (one of the lot owners) thanked the DBB committee and the Board of Trustees for their help. He provided a map of the Smolik, Burrows, and Gosnell cottages. These comprise CSA Lots 174, 175, 176, and 177. He stated that stone revetments are now fairly common for dune and bank preservation/erosion prevention. If approved, a stone revetment will be placed at the toe of the bluff below those CSA Lots. It will be about 6' high and will not be placed on the existing beach. The rock comes from an Alpena quarry. It is angular to ensure integrity once piled. The approach of smaller trucks will be M-22, down Marquette Court and Lover's Lane, with a lay-down area on the south side of the Michigan tennis court. It will take about a week to bring in the stone and place it along the 300' length of the dune. The owners have horticultural consultant Carolyn Thayer engaged for remediation consultation.
- c. The original proposal is for the boardwalk to be removed and repaired or replaced during remediation. The path is, essentially, where the sand ladder presently sits. The total number of roundtrips the rock trucks must take is about 20. Compared to a seawall, a revetment has little or no edge erosion, promotes sand movement back up and onto the dune, and creates/preserves a wider beach. It does, however, require a larger "lay-down" area.
- d. Next steps for the owners: prepare and submit a revised permit application to EGLE (in the process but cannot be submitted until CSA gives approval and a revised Permissive Use Agreement between the CSA and the lot owners is signed and filed), and consider bids from contractors (in the process).

#### Questions:

1. What is the weight of these trucks on our roads, and the process for road repair at the end of the project?

Answer: The contractor expects Marquette Court (a county road), and the paved section at the Tennis Courts will be fine. Lover's Lane (not paved) will

need to be re-graded. The owners agree to fix any CSA roads that are damaged.

2. Karen Jansen asked about the loss of the dune from the boardwalk to the beach and wants a specific plan for remediation, the dune and plantings. Answer: the sand will be pushed back, and dune grass will be planted in the disturbed areas. Carolyn Thayer is meeting with the owners on August 18 to discuss how best to plant for full protection of the dunes.
3. Question: Why were we not initially advised to do a revetment, and what are the consultant's qualifications? Is there a 3rd party with no vested interest but with the engineering expertise to advise? Answer: the initial contractor said a steel wall was more cost-effective and enduring, and the Wildewood installation led the owners down the path of choosing a steel wall. In reality, the costs are comparable. As for the present consultant, he has significant credentials, has worked with the DBB committee, is a professor from MSU, and has a very good history with EGLE. He has also recommended an alternate path for beach access that simply goes up and over the dune north of the boardwalk.
4. Mark L Walton asked lot owners to consider that re-establishing a dune is not a one-year process. As an example, view the Miller property, where the minimal remediation required by EGLE was done but has failed. He recommends that owners establish a long-term escrow account for a 5-year remediation process to meet the CSA's satisfaction. He noted that meeting the minimum requirement of EGLE is a MINIMUM and will not be sufficient. Answer: The owners have agreed to do remediation over the life of the wall in its Permissive Use Agreement with the CSA.
5. Mr. Edmund Frost noted that there are still many open details. How do the owners envision the role of the CSA Board as the project goes forward? Answer: Mr. Allred noted that the BOT would detail that agreement that notes how the CSA's interests will be promoted and protected.
6. Can revetment be walked on? Answer: the stones protect a critical dune, which itself cannot be walked on. In a way, the stone helps prevent dune destruction. Walking on revetment is difficult.

Mr. Belknap shared additional information about an alternative construction access path. A CSA-related coastal engineer (Trey Ruthven, Dutton family) met with him about this entire process. The alternate approach is to come from the parking area, directly up and over the dune, then down the natural hollow, and then straight down to the beach. The advantages of this route are many (see the presentation file).

Mr. Gillett noted that the owners do not prefer one path over another, and will revise the proposal to EGLE if the alternate is preferred by the lot-owning Membership.

Mr. Belknap also stated that remediation for the alternate path will still be required with dune grass 9" apart on center (denser to encourage faster coverage).

7. Question: what about the EGLE requirement to get a permit if the owners need to bring in sand?

Answer: yes, any sand brought in would need to be approved. Question: was stone delivery via water considered? Mr. Gillett answered that we do not have deep enough water (too little draft) to do that.

8. Question: what about ownership of the rock and liability related to people climbing on the rock?

Answer: that is covered in the Permissive Use Agreement.

9. Question: do we have time to spend to help all of us truly understand the scope of this project, given that the urgency is past (now that water levels are lower) and we now have a CSA-related consultant?

Answer: the EGLE permit is valid for five years, so this gives us time to plan and remediate well and fix the issue should the water levels rise again. One member commented that if he were an owner, he would want access to EGLE permit as soon as possible.

10. Question: what is the impact of the revetment on the south and north borders of the stone?

Answer: the stone will be rounded off at the north and south ends where it "curls into the dune", and the end-erosion should be low.

11:27: President Allred asked for a motion to extend the meeting to 1:00 p.m. Mr. E Frost **MOVED** with a **SECOND** by Karen Jansen. 54 yay, 10 nay, and 2 abstentions. **APPROVED**.

A member asked for a strong commitment for replanting, and that the alternate path would destroy less plant life.

11. Question: how much has the lake level declined in the last two years, and does that impact the plan?

Answer: as per above, owners are working on a 5-year cycle as allowed by EGLE. Water levels are down for now, but that is no guarantee in today's climate.

12. A member stated that there are two cottages north of these properties, owned by Carol Edmonds and Mr. Rauth. The wooden wall built at the previous high waters (of the 1980's and 90's), is now falling apart. There is some concern about potential damage on the north side of this revetment. Answer: yes, some end erosion can occur, but nothing like a seawall creates.

Mr. Allred brought the Legal Agreement (see that file) information before the audience. It is called a Permissive Use Agreement prepared by CSA Counsel.

Property Owners shall:

1. pay all expenses of constructing and maintaining the stone revetment,
2. secure, at their expense, all necessary permits to construct and maintain the stone revetment,
3. reimburse all legal and administrative costs of the CSA incurred in drafting, executing, or enforcing this Agreement,
4. hold CSA harmless and indemnify and hold the Board harmless from any and all liability arising out of the construction, maintenance, or use of the stone revetment,
5. maintain the stone revetment in a safe condition. In a condition similar to the original specifications (taking into account wear and tear) and shall be responsible for removal, at their own expense, of debris occasioned by the whole or partial destruction of the stone revetment. See 2:05-6 recording,
6. agree to have a CSA project manager with stop work authority in case the project deviates from the planned scope and negatively impacts the CSA.

Other points of agreement include:

1. The stone revetment construction plan proposed by the owners will involve creating an access path for heavy equipment (see p 18)
2. The PUA will contain a detailed remediation plan from the owners to the Board, and the Board will solicit membership input on that plan as regards roadway, lay down material, boardwalk area, bluff or dune pathway, replanting plan, and a mutually-agreeable escrow account for expenses. It was suggested that this account include the amount deemed necessary for the removal of the revetment in future.
3. Property Owners shall furnish to the Board of Trustees for approval a detailed remediation plan. The Board of Trustees will circulate the plan to the Community for comments prior to its consideration and authorization. Areas of consideration include but are not limited to:
  1. Roadway into the site
  2. Laydown area
  3. Boardwalk area (option 1)
  4. Fluff and the path down to the beach
  5. The beach itself
  6. A mutually agreeable escrow account as part of the remediation plan to cover expenses that might be incurred

4. Property Owners will agree to a project timeline that:
  1. Matches the duration of the EGLE permit
  2. Starts within a two-year time frame from the date of the permit
  3. Contains blackout times such that construction cannot occur or overlap during a CSA season
5. This agreement is only for the placement and construction of the contemplated stone revetment and does not authorize any other structure to be constructed or any other use of the bluff and Lake Michigan beach, including but not limited to the stairway or access structures on the CSA bluff.
6. This agreement shall be binding upon the heirs, successors, and assigns of the Lot Owners and the CSA. If the Board finds that the stone revetment has become a hazard or nuisance, the Board shall provide the Lot Owners with written notice of the hazard or nuisance. The Lot Owners shall have 60 days to cure the hazard or nuisance. If the Lot Owners fail to remedy the hazard or nuisance within 60 days, this Agreement may be terminated, and the CSA may remove the stone revetment.

It was noted that if, for any reason, the revetment ever needs removal, the lot-owning members should again be the ones to decide. Clarification was requested regarding potential removal, who has the financial responsibility for that, according to the PUA? Answer: the lot owners, not the CSA.

Mr. Allred shared (p23) the first access path motion. If this is not the access path voters want, they can vote this motion down, and we will then entertain the second motion that contains an alternate access path.

Ms. Tracy, on behalf of the Board of Trustees, **MOVED**, and Tom Johnson **SECONDED** that the Members of the Congregational Summer Assembly (CSA), as “Member” is defined in the CSA Bylaws, vote Yay or Nay or Abstain to permit the Smoliks, Burrows and Gosnells (Lot Owners), at their own expense, to access and construct a stone revetment on the CSA’s Lake Michigan beach common property at the foot of the bluff to the west of their properties. It should be noted that the “access” referenced in this motion, in which access would include workers, equipment, machinery and materials, will be on CSA common property via the existing boardwalk path and then turning slightly northward and following the face of the dune then turning back lakeward (to the west). In addition, a “Yay” vote is conditional upon the execution of a legal agreement between the CSA Board of Trustees and Lot Owners. 14 Yay, 47 Nay, and 1 Abstention. **MOTION DEFEATED.**

Ms. Tracy, on behalf of the Board of Trustees, **MOVED**, and Joel Buzzell **SECONDED** that the Members of the Congregational Summer Assembly (CSA), as “Member” is defined in the CSA Bylaws, vote Yay or Nay or Abstain to permit the Smoliks, Burrows and Gosnells (Lot Owners), at their own expense, to access and construct a stone revetment on the CSA’s Lake Michigan beach common property at the foot of the bluff to the west of their

properties. It should be noted that the “access” referenced in this motion, which access would include workers, equipment, machinery, and materials, will be on CSA common property up and over the perched dune and follows the current path. In addition, a “Yay” vote is conditional upon the execution of a legal agreement between the CSA Board of Trustees and Lot Owners. 57 Yay 1 NAY 3 Abstention **MOTION APPROVED.**

Mr. Allred noted that the Reorganization Meeting would occur immediately after this meeting in the Assembly Building lounge.

- e. **Enabling Act:** Mr. Belknap moved that the Board of Trustees and officers of the Assembly be authorized to act on behalf of the membership of the Congregational Summer Assembly in the interim between annual meetings (the “Enabling Act”); Ms. Cooper **SECONDED. APPROVED.**
- f. Ms. Tracy **MOVED**, and Mr. Belknap **SECONDED** a motion TO ADJOURN. **APPROVED UNANIMOUSLY.**

The meeting was adjourned at 12:17 p.m. EDT

Respectfully submitted,  
Julie Walton, Secretary

# Managing Director's Report

## 2023 Annual Meeting

The CSA campus looks amazing. The Assembly Building has a fresh coat of paint, the work on the Woods Courts has been completed, and we have new picnic tables, trash cans, moorings, and a fresh coat of paint on the dog house. The waterfront has increased accessibility with a new kayak launch and handrail. Our trees are being cared for and our roads are being maintained and kept safe. Your membership fees are hard at work! Thank you for supporting this beautiful place where everyone can grow amazing memories.

### Programs and Staff

- Volunteerism is the heart of the CSA. All activities you enjoy happen because community members dedicate themselves to the many committees that do the work. It takes a lot of time, but the payoff is immense. In addition to Hugh Walton, Steve Walton, and Mark Walton tirelessly mowing, leaf blowing, etc. Barb Patterson organized a crew of volunteers who polished up the Crystal View. Ken Cox organized a thorough cleaning of the Meeting House. Cindy Cox organized the cleaning of Pilgrim Place, and the Assembly Building got a good scrub with a group of volunteers led by Holly Freeburg. This all happened before the season started. We continue to have volunteers stop in the office and pull tasks off the board to complete.
- All Youth Leaders/Rec, Ecology, Waterfront, and Tennis staff and managers have been trained in Best Practices for Working with Youth with Stacey Peoples. We have received positive feedback from participants who are grateful for more insight about what children need to participate and interact positively with others. We have also received positive comments from people observing our employees in action. This training will continue next summer with an evolution of topics and tools as we have a carryover of staff.
- Shout out to maintenance staff who go above and beyond to make the grounds safe and beautiful. In addition to their daily tasks, and tackling the many things that come up every day, they have completed some special projects: The walking trail along Edwards Avenue is looking better than ever. They have been refurbishing the benches at Crystal Beach. At the Crystal View, they pulled the bushes near the restrooms and replaced them with a privacy wall. If you see Tom and his crew, please be sure to thank them!!
- Fourth of July Security - Andy Miller BetsiePoint LLC was hired by the CSA and Wildewood Association to patrol our Lake Michigan beaches and the CSA Crystal Beach on July 2nd, 3rd, and 4th between 11 pm and 2 am. Some property owners were notified and we did let it travel by word of mouth that there would be security over those three nights. There were no major incidents that occurred, but there were groups of people that were deterred from continuing or starting beach gatherings.

Respectively Submitted,  
Amy Somero

## COMMITTEE / FUND REPORT FORM

Congregational Summer Assembly

Committee Report to the Board of Trustees

Date: July 9, 2023

Committee: Office of the Treasurer

Names of Committee Members: Gary Dawley

1. Please list significant ISSUES presented to the Board from this committee in the last year:

Issue	Date Presented to Board	Status
<b>No unusual issues</b>		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:  
I am still working on materials identifying what the responsibilities of the Treasurer and Assistant Treasurer will be. Also, we are working on outlining general financial work processes and activities undertaken by the Treasurer.

PLEASE STATE ANY MOTION THE COMMITTEE WILL BE PRESENTING TO THE BOARD AT THE UPCOMING MEETING:

None

3. Brief synopsis of the committee's work since last written report:  
The Treasurer has been working with the Women's Association and CSA President to evaluate a third-party vendor to run the Silent Auction online. After reviewing the contract, the operational processes, observing the site and following up on references it was decided to give it a try this year. This process will be managed and controlled by the Women's Association.

Respectfully submitted,  
Gary C. Dawley

Congregational Summer Assembly

Balance Sheet

As of July 9, 2023

	Jul 9, 23	Jul 9, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1001 · Checking - SSB	190,493	167,794	22,698
1002 · Debit Card Account SSB	8,831	4,164	4,667
1100 · Money Market - SSB	44,970	44,844	127
1170 · Crystal View - SSB	8,026	5,222	2,804
1185 · Women's Association -SSB	45,280	37,093	8,188
<b>Total Checking/Savings</b>	<b>297,600</b>	259,116	38,484
<b>Other Current Assets</b>			
1325 · Accts Rec from Pilgrim Fund	797	390	407
<b>Total Other Current Assets</b>	<b>797</b>	390	407
<b>Total Current Assets</b>	<b>298,397</b>	259,506	38,891
<b>Fixed Assets</b>			
1400 · Land - Crystal View	52,000	52,000	0
<b>Total Fixed Assets</b>	<b>52,000</b>	52,000	0
<b>Other Assets</b>			
1610 · Preservation Fund - ML Invest.	608,847	575,022	33,826
1620 · Tennis Reserve - M/L 2008	29,211	21,216	7,995
1615 · Main Waterline Res. - M/L 2008	24,186	17,822	6,364
1625 · Strategic Fund - Preservation	57,930	74,673	-16,743
<b>Total Other Assets</b>	<b>720,174</b>	688,733	31,441
<b>TOTAL ASSETS</b>	<b>1,070,571</b>	<b>1,000,239</b>	<b>70,332</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2036 · WA- Art Fair Deposits	1,960	1,200	760
2100 · Payroll Liabilities			
2109 · FICA/MED/FED Payable	10,183	5,851	4,333
2106 · FUTA Payable	197	204	-8
2107 · Michigan W/H Payable	2,447	2,182	264
2108 · SUTA Payable	21	23	-2
<b>Total 2100 · Payroll Liabilities</b>	<b>12,848</b>	8,261	4,587
2300 · Refundable Const Dpt-Cathl	0	2,000	-2,000
<b>Total Other Current Liabilities</b>	<b>14,808</b>	11,461	3,347
<b>Total Current Liabilities</b>	<b>14,808</b>	11,461	3,347
<b>Total Liabilities</b>	<b>14,808</b>	11,461	3,347
<b>Equity</b>			
3001 · Net Assets	803,372	803,372	0
3002 · Net Assets - Designated Land	52,000	52,000	0
3900 · Retained Earnings	114,771	168,863	-54,092
Net Income	85,621	-35,457	121,078
<b>Total Equity</b>	<b>1,055,764</b>	988,778	66,986
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,070,571</b>	<b>1,000,239</b>	<b>70,332</b>

Congregational Summer Assembly  
Profit & Loss Prev Year Comparison  
October 1, 2022 through July 9, 2023

	<u>10/1/22 - 7/9/23</u>	<u>10/1/21 - 7/9/22</u>	<u>\$ Change</u>
<b>Ordinary Revenue/Expense</b>			
<b>Revenue</b>			
4845 · Women's Fund Reimbursement	650	0	650
4000 · Assembly News	1,575	1,846	-271
4100 · Assembly Fees			
4101 · Registration			
4110 · Credit Card Registration	74,573	91,286	-16,713
4101 · Registration - Other	82,696	39,045	43,651
<b>Total 4101 · Registration</b>	<b>157,269</b>	<b>130,330</b>	<b>26,939</b>
4102 · Associate Membership Fee			
4111 · Credit Card Associate Member	4,588	682	3,906
4102 · Associate Membership Fee - Other	49,744	51,422	-1,678
<b>Total 4102 · Associate Membership Fee</b>	<b>54,332</b>	<b>52,104</b>	<b>2,228</b>
4104 · Auto Sticker	12,320	12,960	-640
4105 · CSA Lot Owner Fee	11,751	0	11,751
4100 · Assembly Fees - Other	20	0	20
<b>Total 4100 · Assembly Fees</b>	<b>235,692</b>	<b>195,394</b>	<b>40,298</b>
4150 · Boating	29,498	28,904	594
4250 · Credit Card Fees Collected	2,963	3,170	-207
4300 · Contributions			
4304 · General	4,043	1,243	2,800
4308 · Tennis Fund	1,685	0	1,685
4310 · Ecology Fund			
Tree Maintenance	0	0	0
<b>Total 4310 · Ecology Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>
4300 · Contributions - Other	100	0	100
<b>Total 4300 · Contributions</b>	<b>5,828</b>	<b>1,243</b>	<b>4,585</b>
4400 · Crystal View Sales	8,363	10,697	-2,334
4500 · Interest	93	146	-53
4600 · Main Waterline	1,998	1,998	0
4700 · Merchandise Sales	3,667	3,227	439
4800 · Miscellaneous			
4801 · Construction Permit Fee	50	50	0
4800 · Miscellaneous - Other	7,658	0	7,658
<b>Total 4800 · Miscellaneous</b>	<b>7,708</b>	<b>50</b>	<b>7,658</b>
4802 · Operetta	174	0	174
4810 · Pilgrim Fund	0	5,200	-5,200
4815 · Post Office	114	28	86
4830 · Tennis Fees	6,015	6,425	-410
4850 · Youth Activity Reimbursement	0	398	-398
<b>Total Revenue</b>	<b>304,337</b>	<b>258,727</b>	<b>45,610</b>
<b>Expense</b>			
66900 · Reconciliation Discrepancies			
66901 · Daily Deposit Reconciliation	472	-693	1,165
<b>Total 66900 · Reconciliation Discrepancies</b>	<b>472</b>	<b>-693</b>	<b>1,165</b>
5000 · Boating Expense	23,113	17,293	5,820
5300 · Crystal View Operating Expenses	438	308	130
5500 · Dues	100	145	-45
5540 · Insurance	18,033	22,150	-4,117
5580 · Licenses & Permits	573	516	58
5600 · Main Water Line	6,463	0	6,463
5650 · Maintenance			
5651 · General	8,544	10,949	-2,405
5652 · Crystal View	4,165	527	3,638
5653 · Trees	15,246	14,370	876
<b>Total 5650 · Maintenance</b>	<b>27,954</b>	<b>25,846</b>	<b>2,108</b>
5700 · Merchandise			
5701 · Crystal View	4,024	10,373	-6,349

Congregational Summer Assembly  
Profit & Loss Prev Year Comparison  
October 1, 2022 through July 9, 2023

	<u>10/1/22 - 7/9/23</u>	<u>10/1/21 - 7/9/22</u>	<u>\$ Change</u>
5704 · Garbage Bags	2,138	2,494	-356
5705 · Hats	374	0	374
5706 · Sweatshirts & T- shirts	-81	0	-81
5707 · Tennis Balls	-4	0	-4
5700 · Merchandise - Other	4,526	3,472	1,054
<b>Total 5700 · Merchandise</b>	<b>10,976</b>	<b>16,338</b>	<b>-5,362</b>
5800 · Merchandise Tax	-5	42	-47
5900 · Miscellaneous Expense	911	1,142	-232
6000 · Office Expenses	18,436	14,988	3,449
6200 · Payroll Taxes	6,076	5,651	424
6250 · Professional Services	6,245	5,288	957
6280 · Property Taxes	2,228	2,024	203
6300 · Publications	10,431	9,847	583
6400 · Recreation Supplies	2,341	2,337	4
6450 · Youth Activity Expense	195	2,026	-1,831
6560 · SALARIES	75,510	69,070	6,440
6800 · Trustees & Committees	9,783	8,014	1,769
6900 · Utilities	4,360	5,466	-1,107
<b>Total Expense</b>	<b>224,632</b>	<b>207,798</b>	<b>16,834</b>
Revenue net of expense	79,705	50,929	28,776
<b>Other Revenue</b>			
9001 · Investment Income			
9000 · Unrealized/Realized Gain(Loss)	41,885	-53,228	95,113
9550 · PF Dividends	10,689	6,695	3,994
<b>Total 9001 · Investment Income</b>	<b>52,574</b>	<b>-46,533</b>	<b>99,107</b>
7000 · Main Waterline transfer annual	1,440	1,440	0
	54,014	-45,093	99,107
<b>Other expense</b>			
7500 · Capital Improvements			
7532 · Kitchen Remodel	2,799	0	2,799
7513 · Crystal Beach	500	0	500
7514 · Crystal View - General	4,879	2,541	2,338
7515 · Misc	0	0	0
7517 · Roads	5,576	0	5,576
7518 · Tennis Courts Cap Imp	20,394	3,500	16,894
7520 · Sand - Beach	0	3,955	-3,955
7524 Maintenance-equip	0	6,000	-6,000
7525 Waterfront	475	4,206	-3,730
7526 Assembly-gen maintenance	13,475	0	13,475
7527 Seawall	0	7,678	-7,678
7528 · Pilgrim Place Roof	0	6,140	-6,140
7529 · Maintenance shed roof	0	6,140	-6,140
7500 · Capital Improvements - Other	0	1,133	-1,133
<b>Total 7500 · Capital Improvements</b>	<b>48,098</b>	<b>41,293</b>	<b>6,805</b>
<b>Total other expense</b>	<b>48,098</b>	<b>41,293</b>	<b>6,805</b>
<b>Total other income</b>	<b>5,915</b>	<b>-86,386</b>	<b>92,301</b>
<b>Net revenue or loss</b>	<b>85,621</b>	<b>-35,457</b>	<b>121,078</b>

**CSA COMMITTEE / FUND REPORT**

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: 7/24/23

Committee Name: Women Association

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Ann Whelpton	Chair
Erin Jones	Vice-Chair
Lisa Dunphey	Secretary
Jan Lauerman	Treasurer
Kate Kirkwood	Communication
Beth Seaton	Member at large
Joni Leete	Member at large
Jen Thomson	Member at Large
Cynnie Hood	Member at Large - new
Celia Lee	Member at large - new
Open position	Member at large - new

Are you in need of additional committee members (Yes/No)? YES

1. Chair
2. Member at large

**Summary of Committee Activity**

Please provide a brief synopsis of the committee’s work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

Summer 2023 Activities Programs so far

1. Tuning In – Erin Jones and Shannon Wise attendance = 30
2. Annual Meeting – Ginanne Brownell and Katherine Laidlaw attendance = 60
3. Voted in three new Board members
- 4.. New special project funding - Approved \$2,500 for shade in playground renovation area
5. Two requests and three suggestions for community charitable giving
6. 2023 Fine Art Fair, Cottage Treasures sale, Treasure Trove and Silent Auction
  - a. estimate of proceeds
  - b. thank yous to committee chairs
7. final programs Aug 1, Labyrinth Walk; Aug 2. Welcome tea at 4:00; Aug. 14 Do Your part be Septic Smart.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>

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**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? NO

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

Issue or Concern	Date Presented to Board	Status

Respectfully submitted,

Ann Whelpton, Chair

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly Committee Report to the Board of Trustees

Report Date: July 18, 2023

Committee Name: Education Fund

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Jennifer Daly	Chair
Andy Campbell	Trustee
Beth French	Trustee
Rather Stanton	Trustee
Leslie Thompson	Trustee
Steve Walton	Trustee
Dave Wynne	Trustee

Are you in need of additional committee members (Yes/No)? No

#### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

On June 26, 2023 the committee met to go over the scholarship applications received and determine the amount each applicant would be given.

On July 10, 2023, the trustees awarded \$27,500 in scholarships to nine very deserving students from Benzie Central High School, Frankfort High School and the CSA. Five of these students were

able to meet in the lounge to receive their rewards and talk about where they are or are planning to go to college. They also spoke about their extracurricular activities and community service.

The Tom Williams Memorial Award will be given to Gloria Stepanovich, a Benzie Central graduate who will be going to Grand Valley University in the fall.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration. None that will be presented to the Board, but an issue we will be presenting to the high school counselors.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>
Type of scholarship	The committee would like to see BCC and FHS open their scholarships to a senior going to a trade school, as many in Benzie County cannot afford the cost of college.	Emails have gone out to the counselors at BCC and FHS to get their feedback and we hope to get responses before May, 2024

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? No

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly \_\_\_\_\_ Committee Report to the Board of Trustees

Report Date: July 10, 2023

Committee Name: Pilgrim Fund

<b>Molly Harrison</b>	<b>Chair</b>
Don Brown	
Diane Tracy	
Renee Fisk	
Floyd Kearns	
Cynthia Rauschert	
John Harbeson	
David Pray	
Cliff Van Dyke	

Are you in need of additional committee members (Yes/No)? NO

#### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

No changes or additions since June report.

#### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? NO

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,

Molly Harrison, Chair

Date: July 2023 (as of July 9, 2023)

Committee: Preservation Fund (PF)

Committee: Fred Lauerman, Bill Beck, Gary Dawley, Bill Fisk, Jep Gruman, Dennis Nahnsen, Tom Williams

ISSUES anticipated in the next few Board Meetings:

At the June 2023 meeting, the Trustees were given a draft of the Investment Policy Guidelines to replace the current Policy approved over a decade ago, and to review and provide comments. If acceptable, the Board should approve the new Policy at a subsequent meeting. The new Guidelines should be included in the Leadership Manual as an integral component of the documents governing the Preservation Fund.

REPORT:

The Preservation Fund (PF) was established to receive non-tax deductible gifts and bequests for the CSA, and cash transfers from the CSA as designated by the trustees. The monies are held to meet emergencies, and to maintain, replace and augment the capital assets of the Assembly. The intent is to not draw on the Fund to support the normal operating and routine maintenance expenses.

In the last three (3) fiscal years, the Trustees approved withdrawals totaling \$91,000 from the PF to be held in the Strategic Investment Account. These were the first withdraws from the Fund in nine years, which over this time saw the Fund increase from \$246,000 to \$588,000. In keeping with the withdrawal guidelines as outlined in the Fund’s White Paper, the trustees are responsible for approving various initiatives to support the long term needs of the CSA. In addition, the trustees approved a resolution to borrow \$31,740 from the Fund for re-roofing the Assembly building, the amount to be repaid, without interest, over five years from collected fees or funds contributed by members. This “loan” has since been repaid.

Since fiscal year end September 2022, the value of the PF has increased from \$575,000 to \$633,000 reflecting the value of the Equity portfolio, and interest income on the cash balance. At June 30, 2023, the Fund’s assets were allocated as follows:

(000 omitted)	Market Value	% of Portfolio	Target Allocation (%)
Cash and equivalents	\$ 231	37	0-10
Fixed Income	39	6	40-60
Equities	363	57	40-60
Total	\$ 633	100	

The Committee continuously monitors the conditions in the equity and fixed income markets with the objective of maintaining the Target Allocations. In the fall of 2021, we reduced the equity holdings in order to meet the allocation target. However, the Committee decided to maintain the outsized allocation to cash and cash equivalent because the low interest rate environment did not provide the

rewards for assuming the risk of investing in longer dated maturities. With the increase in interest rate the Committee is reviewing options to return to the prescribed Asset Allocation.

Inflation has caused the Minimum Reserve (as defined in the White Paper) to increase from \$555,000 to \$604,000 at June 30, 2022, and to \$624,000 (estimate) at June 30, 2023. While the “excess reserve” was a negative \$27,000 in June of 2022, it is estimated to be a negative \$12,000 this June. Despite the improvement, the Committee plans to act prudently because a) the Strategic Reserve has sufficient funds for current projects, b) inflation continues to be a persistent, c) the calculation of the excess is based on a projected Consumer Price Index as of April, and d) stock and bond markets fluctuate reflecting the outlook for inflation and the health of the world economy.

Respectfully submitted

Fred Lauerman, Chairman

## CSA COMMITTEE REPORT

### Congregational Summer Assembly Committee Report to the Board of Trustees

Date: July 2023

Committee Name: **Arts**

Committee Members:

Barb Perry, Chair

Jane Taylor, Sarah Larson, Merry Elrick, Julia Gibson, Sasha Neiman, Jan Lauerman, Catherine Davis, Ginanne Brownell, Susie Ratner

Are you in need of additional committee members (Yes/No)? No

#### Summary of Committee Activity

The Arts Committee was featured in the May 19 CSA email. If you would like to have your committee featured, contact Ginanne Brownell.

**Art Workshops:** Jane Taylor has done a stellar job setting up Art Workshops for many years.

On July 12, Sarah Larson led a Meditative Art Workshop using patterns and color and Karen Williams led a painting workshop in the afternoon.

On August 7, Sally Rook will showcase Ojibwe Indian history and culture through sharing her personal history, along with dance, storytelling, and making a piece of jewelry. Sally, born and raised in Northern Michigan is Ojibwe. She is known for her beautiful Ojibwe artwork, which is sold at art fairs and art centers, including the Oliver Art Center. Sally and her husband started a business called Two-Thunder Gardens, which focuses on indigenously grown produce & medicinal herbs. You can find their baked goods at the Farmers Markets.

**CSA Big Read:** This year's CSA Big Read is *The God of Small Things* by Arundhati Roy. Chris Sturgis facilitated the discussion on July 20, and Ginanne Brownell will facilitate the discussions on Aug 16.

**Stunt Night:** Stunt Night is being led again by Sasha Nieman. Mark your calendar for July 28 for this CSA classic.

**Authors and Artisans** Merry Elrick continues to organize this wonderful event on August 2. Come support and enjoy the creative work of CSA authors and artisans.

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly \_\_\_\_\_ Committee Report to the Board of Trustees

Report Date: 26 July 2023

Committee Name: Buildings and Grounds

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Belknap, David	
Buzzell, Joel	Chair
Burt, Jay	
Comings, Eleanor	
Fisk, William	
Freeburg, Russ	
Marble, Alan	
Tracy, Glen	
Walton, Mark	
Weir, Pete	
Wynne, David	

Are you in need of additional committee members (Yes/No)?

No

#### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

- worked with Administration to get Assembly Bldg painted and Meeting House painting scheduled for fall 2023.
- completed tree removal work for winter 2022/23.
- delayed road repairs until fall 2023 to balance cashflow requirements (painting, etc. expenses in spring 2023)
- recommended approval of use agreements for Gosnell and Knight septic systems on/partly on CSA commons, and LaMay use agreement for cottage renovations.

#### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>
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Evaluating Crystal Knoll renovations	A beautiful CSA asset in need of renewal.	2024
Evaluating 2024 road repairs and scheduling 2023 work	Annual exercise	early 2024
Evaluating diseased and damaged tree removal for 2024	Annual exercise	early 2024
Evaluating Pilgrim Place, Pump House and Maintenance building painting and repairs.	Painting is due, some renovation of siding is going to be necessary.	2024
Planning tree trimming to facilitate emergency vehicle access throughout CSA roadways	Fire and other emergency vehicles require a 15 foot by 15 foot clearance to access cottages via CSA roads.	2024
Evaluating with Admin the need for part time, year round maintenance person.	Much is done at the CSA quietly with the help of volunteers in the off-season. We are working to define the needs of off-season work using a part time employee.	2023
Working with Admin to define and established boarder with neighboring properties.	Parking and access issues are being considered as we define our legal property lines and evaluate marking to limit non-member uses.	2023
Working with Admin and Board to streamline private use agreement approval regarding septic system upgrades.	From time to time CSA property owners find it necessary to ask for private use of commons for septic system upgrades. Buildings and Grounds is charged with evaluation of request per CSA policies.	2023
Working with Admin to establish a list of "wants" for those interested in donating to the CSA in "memory" or in "honor" to guide priorities and opportunities for funding.	The idea is to simplify donation opportunities by establishing a list of assets that the CSA identifies as our priorities.	2024

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

Maybe.

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,  
Joel Buzzell and the Buildings and the CSA Grounds Committee

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: July 23, 2023

Committee Name: Bylaws Committee

Committee Members	Role (Chair/Co-Chair/Member)
Marie Smith	Chair
Anne Dupre	member
Liz Griffin	member
Holly Freeburg	member
Crissie Vitale	member

Are you in need of additional committee members? NO

**Summary of Committee Activity**

Please provide a brief synopsis of the committee’s work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

Voting on these amendments will be at the 2024 Annual Meeting.

1. At the June 24, 2023 Board Meeting, the BOT unanimously approved our proposed Bylaw amendment: The Bylaws Committee moves changing SECTION II. MEETINGS A. Annual Meeting from seven (7) proxies to five (5) proxies in order to be in compliance with the MI NON-PROFIT CORPORATION ACT, Act 162 of 1982.
  
2. At the July 22, 2023 Board Meeting, the BOT unanimously approved our proposed Bylaw amendment: The Bylaws Committee moves to increase the financial obligation amount, in SECTION IV. OFFICERS AND COMMITTEES F. Executive Committee, that the Executive Committee can incur up to \$20,000 per fiscal year without express authority from the Board of Trustees.

See attached PowerPoint presentation with details.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution
Proposed Bylaw amendment	Number of Proxy Votes changed to be in compliance with the Michigan Non-profit Corporation Act	Summer 2024
Propose updating the	\$1000 limit may not address to spectrum of	Summer 2024

financial flexibility of the Executive Comm to address financial emergencies for CSA	emergencies encountered by CSA in off season	

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

**Proposed amendment change:**

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
<b>None other than as noted</b>		

Respectfully submitted,

Marie Smith

# Bylaws Committee

Congregational Summer Assembly Annual Meeting  
July 29, 2023

# Timing of Amendments

**Two Bylaw changes are being proposed. Both amendments were unanimously approved by the Board of Trustees**

Per the Bylaws SECTION IX. AMENDMENTS B. Notice. Proposed amendments to be considered at a meeting must be filed in writing with the Secretary or Managing Director of the Assembly at least ninety (90) days prior to the notification required in Section II, Articles A and B.

Since we did not have 90 days before the 2023 Annual Meeting, the Amendments will be presented at the 2023 Annual Meeting, discussed in 2023 & 2024 Open Forums, published in the 2024 Assembly News and voted on at the 2024 Annual Meeting.

The amendments are to be voted on by Lot Owning Members.

BYLAWS:  
SECTION II.  
MEETINGS A.  
Annual  
Meeting.

The Bylaws Committee recommends amending SECTION II. MEETINGS A. Annual Meeting in order to be in compliance with the MI NONPROFIT CORPORATION ACT, Act 162 of 1982.

The MI NONPROFIT CORPORATION ACT states:

“450.3144 Proxies; voting by mail ballot, referendum, or electronic transmission. Sec. 1144. (1) Notwithstanding section 421, there shall be no proxies unless the articles of incorporation or bylaws authorize use of proxies. **If the articles of incorporation or bylaws authorize use of proxies, an individual may not vote more than 5 proxies at any meeting.**”

BYLAWS:  
SECTION II.  
MEETINGS A.  
Annual  
Meeting.

**Proposed amendment change:**

**The Bylaws Committee and Board of Trustees moves changing SECTION II. MEETINGS A. Annual Meeting from seven (7) proxies to five (5) proxies in order to be in compliance with the MI NON PROFIT CORPORATION ACT, Act 162 of 1982.**

“A. Annual Meeting. The Annual Meeting of the Assembly shall be held in the month of July or August at such time and place as may be designated by the Board of Trustees. The call for the meeting shall be mailed to the membership not less than 21 days before such meeting. It shall contain specific mention of any unusual items of business expected to come before the meeting. If any amendments to the bylaws are being proposed for consideration, the call for the meeting shall describe the nature and purpose of such amendment in accordance with Section IX, Article C. Provision shall be made for Members unable to attend to file a proxy with the Secretary at least twenty-four (24) hours prior to the meeting. No more than ~~seven (7)~~ **five (5)** proxies shall be held by one person.”

BYLAWS:  
SECTION IV.  
OFFICERS AND  
COMMITTEES F.  
Executive  
Committee.

**This update is being brought forward at the request of the Board of Trustees.**

Bylaws SECTION IV. OFFICERS AND COMMITTEES F. Executive Committee.

The principal function of the Executive Committee shall be to act for the Board of Trustees between meetings of the Board of Trustees. Currently the Executive Committee has authorization to spend up to \$1,000 without approval of Board of Trustees. This is for a nonbudgeted, unanticipated, catastrophic or emergency expense.

This amount has not been increased since inclusion in the Bylaws. It is not a realistic amount in 2023 and needs to reflect the current costs of goods and services.

Recommend increasing the amount to \$20,000 per fiscal year. This is approximately 5% of 2022 Total Expenses or Total Revenue (minus Crystal View). This can be spent in multiple occurrences up to a total of \$20,000. Any expenditure should be reported to the entire Board in writing within a 2-week period.

BYLAWS:  
SECTION IV.  
OFFICERS AND  
COMMITTEES F.  
Executive  
Committee.

Our Budget Committee does a great job! At the November Board Meeting the budget for the next fiscal year is approved and all Committee / Maintenance / Capital Improvement Budget Requests are discussed and approved or rejected in advance of the expenditures.

Examples of nonbudgeted, unanticipated, or emergency expense:

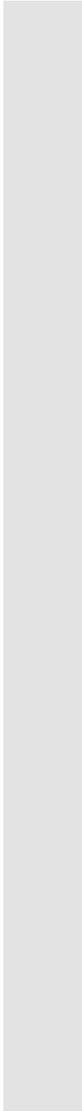
- Relatively new Office database laptop broke. \$2,000+ for a new laptop (the CSA cannot conduct business without this computer).
- Required road and tree removal expenses done during the winter are over the amount approved at the November Meeting. The Buildings and Grounds Committee does a good job estimating the expenses but sometimes storms & droughts cause the circumstances to change.
- Emergency roof or building repair on an Assembly Building.
- A car crashes into the Crystal View and we need to have the building wall closed up to prevent the inside from being damaged by weather.
- Plumbing – watermain break, septic or well issues.

BYLAWS:  
SECTION IV.  
OFFICERS AND  
COMMITTEES F.  
Executive  
Committee.

Proposed amendment change:

The Bylaws Committee and Board of Trustees moves to increase the financial obligation amount, in SECTION IV. OFFICERS AND COMMITTEES F. Executive Committee, that the Executive Committee can incur up to \$20,000 per fiscal year without express authority from the Board of Trustees.

F. Executive Committee. The Executive Committee shall consist of seven elected members of the Board of Trustees, including the President and Vice President. The Executive Committee shall also include the Treasurer and the Secretary as ex-officio, non-voting members. Not fewer than four elected members of the Executive Committee shall consist of Members, a spouse of a Member, or an adult child of a Member. The principal function of the Executive Committee shall be to act for the Board of Trustees between meetings of the Board of Trustees. It shall not incur any financial obligation in excess of ~~\$1,000~~ **\$20,000 per fiscal year** without express authority from the Board of Trustees. Four elected members shall constitute a quorum of the Executive Committee.



- QUESTIONS?

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: July 22, 2023

Committee Name: Citation Committee

Committee Members	Role (Chair/Co-Chair/Member)
Wanda Shreiner	chair
Jane Cooper	
Robert Cooper	
Marjorie Pearsall-Groenwald	
Bruce Johnson	
Leslie Buntain Ritter	
Linda Schoop Diane Young Spitzer Steve Waltonj Marilyn Winter	

Are you in need of additional committee members (Yes/No)?

No

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

The committee met on July 1, 2023. We reviewed the person that is the recipient for 2023, as we had selected last August 2022. The recipient chose July 30, 2023 as the date for Citation Sunday. The recipient always will chose the date that is best for the family to be in attendance.

The committee has begun work on a recipient for 2024. We will meet in August to make a final selection of a recipient for 2024.

### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution
None		

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

No

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern None</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,

Wanda Shreiner

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: July 18, 2023

Committee Name: Communications Committee

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Carol Barbour	Member
Tom Clapp	Member
Beth Congbalay	Communications Coordinator
Dean Keiser	Member
Alan Marble	Member
Sam Rosenblatt	Member
Amy Ruberl	Member
Fran Somers	Member
Leah Tronsor	Member
Loren Weiss	Member

Always happy to have new members who want to contribute to our communications outlets. We also welcome committee chairs to come to one of our meetings so we can help brainstorm new publicity for their area of responsibility.

### **Summary of Committee Activity**

We have met weekly on Tuesday mornings at 10:30am since the season started to work on content for the weekly newsletter, Facebook page, Instagram page and website. Our Communications/Archives Intern Peter Szniewajs has taken many great photos at events including some overhead shots using his drone camera. Peter has also written articles, created event posters, and contributed to our social media. The new website is working out well ([www.summerassembly.org](http://www.summerassembly.org)).

Readership for the Friday email news is up this season, averaging between 880-920 readers per week. If anyone is not receiving the newsletter, please email Beth Congbalay at [bethnbk@gmail.com](mailto:bethnbk@gmail.com) and she can add them.

### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration. None, although it would be great to have a Board member on our committee who can contribute to our work.

Respectfully submitted,

Beth Congbalay, Communications Coordinator

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: June 20, 2023

Committee Name: CONSTRUCTION REVIEW COMMITTEE

Committee Members	Role (Chair/Co-Chair/Member)
Chris Albright	Member
Jan Fayhee	Member
Jim Gosnell	Member
Tom Kucera	Chair
Julie Nerbonne	Member
Jeff Peoples	Member
Amy Somero	Member, Mng'g Director

Are you in need of additional committee members (Yes/No)?

- No Additional Members Needed

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

- Review Ed Murphy plans for new cottage on Lots 255/256
- Review Ron Reagh plans to enlarge existing deck and install 10'x10' garden shed
- Review Allbright plans to enlarge existing deck.

### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution
BEGIN DISCUSSION ABOUT CONTINUATION OF THE CONST. REVIEW COMM.	The CSA does not have the authority to enforce the construction rules as presented in the CSA Policies and Procedures. To enforce these "rules" runs the risk of having the CSA being declared a Home Owners Association. This could jeopardize the CSA tax status.	This should be resolved before the 2024 season.
REFUNDING ESCROW DEPOSIT TO CATHLINA'	Laura & Phillip Cathlina proposed to build a house on lots 204-205-206-207 on the west side of Howland Ave. We have had no communication with the Cathlina since Spring 2022. The CSA should not continue to the \$1,000 they deposited as escrow against possibly damage to Assembly roads / property.	Before the end of the 2023 Season

### **Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

- NONE

If YES, please state the motion the committee will present at the board meeting.

Motion: NO MOTIONS PROPOSED

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
COMPLETING AN EASEMENT AGREEMENT FOR CRAIG LAMAY'S COTTAGE REMODEL HAS STILL NOT BEEN ADDRESSED. THE COMMITTEE'S CHAIR IS STILL WAITING GUIDANCE FROM THE PRESIDENT & LEGAL COMMITTEE.	08/04/22	<b>UNKNOWN</b>

Respectfully submitted,  
Tom Kucera, Chair

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: July 20, 2023

Committee Name: Crystal View

Committee Members	Role (Chair/Co-Chair/Member)
Hannah Flint	Chair
Alfie Bingham	Member
Barbara Patterson	Member
Heather Brands	Member
Andrew Gaffney	Member

Are you in need of additional committee members (Yes/No)?

No

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

- Secured Susan & Fritz Kraft to operate The Crystal View for the 2023 season.
- Reviewed lease/license contract opportunities to attract future operators. Proposed the possibility of an extended season if a non-CSA member was interested in operating The Crystal View, which would potentially allow for additional revenue to be made.
- Purchased & installed a new restaurant grade stand up freezer for the backroom.
- Serviced the ice machine to extend its lifetime.
- Privacy fence installed near bathrooms following shrub removal this spring.
- Collaboration with Women's Association to sell merchandise via The Crystal View each day during specified hours.
- Plumbing repairs for the septic system and bathrooms have been done in the fall of '22 and spring of '23. Shrubs near the bathrooms have also been removed to prevent root growth into the plumbing.
- Barb hosted a spring clean-up at The CV in which new window planter boxes were installed, floors were cleaned, exterior paint was touched up and the garden cleaned up.
- New picnic tables have been ordered and placed in the lawn area at The CV.
- Have met with several contractors to get quotes on window/door replacements, painting of the exterior, new weatherproof siding to be installed during soffit repair. Soffit repair needs to be done by fall of '23 due to rot. We have also asked contractors to provide quotes on a patio for the front of the CV.
- Seeking quotes for resurfacing and striping of the CV parking lot.

### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution
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Soffit & Siding Repair	Soffits are rotting and will need to be replaced and covered. Barb & Hannah met with 2 contractors the week of the 4th and are awaiting cost estimates.	Spring 2024
Replacement Flat Top Grill	Prior flat top grill was damaged when the building was hit by a car & a replacement has been needed for several years.	Summer 2025
ADA Compliant Bathrooms	Request to build a concrete ramp to existing bathrooms, then renovate one of the existing bathrooms into part of the back room to double size for ADA compliance. Blue prints have been drafted, but a contractor has not yet been found to quote cost and timeline for the project. Bathroom doors would need to be replaced as well.	Summer 2025
Extended Season	Need to discuss the ability for an extended season (May-Labor Day) to attract future operators.	Fall 2023
Replacement Beverage Fridge Needed	Current beverage refrigerator was not purchased by the CSA, but rather left behind by Coke from when Pete & Amy had an outdoor vending machine that was stocked weekly. The current fridge is on its last legs.	Fall 2023
Open to Public Signage	Signs needed stated the CV is open to the public as there has been confusion in prior years owing to the CSA posting signs in the CV parking lot stating CSA stickers were required. Parking signs have since been removed.	Summer 2023
Replacement Ice maker	Although the current machine was serviced this season, a new ice machine will likely be needed in the next 2 years.	Summer 2025
Window & Door Replacements	2 screen doors, the main door to the CV, both bathroom doors, as well as 3 window replacements are needed. Framing around both doors & bathroom doors needs to be replaced as well due to rot. We are awaiting cost estimates on these items & installation.	Spring 2024
Exterior Painting	The white exterior portion of the CV needs to be repainted.	Spring 2024
Resurfacing and Striping of the Parking lot	The Crystal View parking lot is in need of resurfacing and painting of parking lines.	Fall 2024
New Indoor Tables & Chairs	Plan to request funding to replace chairs and tables for inside the CV.	Fall 2024
Patio	We are working on cost estimates for a patio in front of the CV.	Fall 2024

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? No

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
<b>Need for stand-alone website</b>	<b>Summer 2022</b>	<b>Funding requested last season, but not approved.</b>
<b>Native garden project with Ecology Committee</b>	<b>Summer 2021</b>	<b>Project not yet discussed with the Ecology Committee.</b>
<b>Replacement indoor dining tables &amp; chairs</b>	<b>Summer 2022</b>	<b>Funding not yet requested.</b>
<b>Additional adirondack chairs for lawn</b>	<b>Summer 2022</b>	<b>Funding requested last season, but not approved.</b>
<b>Replacement windows for the large rectangular crank out windows.</b>	<b>Summer 2022</b>	<b>Funding requested last season, but not approved. The service window near the front door was replaced.</b>

Respectfully submitted,

Hannah Flint

## CSA ad hoc Lake Michigan Dune Bluff and Beach Committee Report to The Assembly

Date: 7/29/2023

Committee Members: Lurette Frost, Jane Perrino, Alan Marble, Lorry Spitzer, Jeff Peoples, Glen Tracy, Mark Walton, David Belknap (chair)

1. Committee members continue to ensure safe access to the beach and to preserve and enhance our bluff and dune. We have
  - Removed the sand ladder which had become unsafe.
  - Closed off the bluff to “jumpers and climbers” to halt erosion and installed cedar split-rail fencing in the area where the old wooden swing was located.
  - Transplanted dune grass at the base of the fence to begin to rebuild the dune with native vegetation.
2. We continue to monitor the revetment project north of our beach access. Michigan Environment Great Lakes and Energy (EGLE) has issued a permit for the stone revetment. During the permitting process EGLE visited the site and determined that the construction path should be located where our bluff was already damaged by last August’s rainstorm. Our committee and the BoT concur with the change to the construction path location. This was discussed and there were no major concerns expressed at a recent open forum. The revetment project is planned to be completed during the off season in the next 4 years.
3. We are working with the 3 cottage owners to coordinate their revetment installation project with our repair to the bluff washout that occurred in August 2022.
4. To prevent further damage to our bluff by stormwater runoff we retained Grobbel Environmental & Planning Associates to create a plan for stormwater management and bluff protection. Initial discussions are underway with our contractor.
  - An analysis of the topography of the CSA, Wildewood and Frankfort Area Land Conservancy (FALC) to determine the watershed areas and a plan to prevent future runoff from damaging the bluff.
  - Calculate runoff in a 100 yr. rain event.
  - The preliminary plan has 2 parts, the upper section, and the lower section.
  - The upper section of the watershed plans include:
    1. Gutter enhancements in the top of Beech Rd.
    2. Additional raingardens - small settling areas
    3. Add capacity and resiliency of the existing berm halfway up the hill
    4. Provide controlled overflow all along the slope to slow the flow and help the water sink in.
  - The lower section of the watershed plans include:
    1. Continue to allow surface flow down the roadway and into the existing storm grate at the bottom of Beech Rd.
    2. Direct the water northward away from the bluff across Balsam Ct.
    3. Direct the water along and into rain gardens for settling.
5. We will continue to work with the Wildewood Association, FALC, the revetment project owners, and the BoT as both plans are developed.

## CSA COMMITTEE / FUND REPORT

Congregational Summer Assembly

Committee Report to the Board of Trustees

Report Date: June 11, 2023

Committee Name:

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Carol Allbright	Member
Nancy Baglan	Member
David Belknap	Member
Jim Boecker	Member
Linda Campbell	Member
Eddie Ellsworth	Member
Molly Harrison	Member
Diane Kearney	Member
Pat Kearney	Member
Jan Lauerman	Member
Tom Mauer	Member
Julia Nerbonne	Member
Gwen Rogers	Member
Mary Lou Stanton	Member

Are you in need of additional committee members (Yes/No)? **No – Committee Chair is Vacant**

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

- On May 22, eight CSA volunteers worked with two Invasive Species Network staff members to remove garlic mustard. Carver Crescent, Lyon Lane, and Edwards Avenue out to Finney yielded twenty-five bags of the invasive. A dumpster designated for disposing bags of garlic mustard is located at 11<sup>th</sup> and James Avenues near Frankfort High School through June.
- Volunteers are also making a concerted effort to rid common grounds of invasive honeysuckle.
- Low-lying, dead, and unsightly debris has been removed from Carver Crescent. The plan is to plant some of the area with water loving trees/shrubs as part of the CSA Forest Restoration Project.
- Carolyn Thayer (Designs in Bloom) has given the pollinator garden a spring cleaning.

- Welcome back, Evan Hammon, who worked in 2021 with the Ecology Committee on the Forest Restoration Project. He has been hired to coordinate the Ecology Fun and Ecology Explorers programs.
- The Ecology Committee and the Women’s Association will be co-hosting the program “Do Your Part – Be Septic Smart,” which is sponsored by the Crystal Lake Watershed Association on Monday, August 14, 2023 from 10:30-11:30 a.m.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? **No**

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
<b>Forest Restoration Project</b>	<b>2019</b>	<b>In Progress</b>

Respectfully submitted,  
Linda Campbell (past chair)

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: 7/9/23

Committee Name: Human Resources Committee

Ann Burroughs <maryanna9967@gmail.com>  
 Barbara Patterson <bnpatterson1@gmail.com>  
 Bill Barnes <billbarnes1@gmail.com>  
 Cole Schindler <Cschindler6292@gmail.com>  
 Colin Molloy <cwm3617@gmail.com>  
 Holly Freeburg <hbfreeburg@hotmail.com>  
 Jennifer Daly <jendaly67@gmail.com>  
 "MOLLOY, COLIN" <Colin.molloy@hws.edu>  
 "MOLLOY, COLIN W." <Colin\_molloy@hms.harvard.edu>  
 Tammy Kockaya <csabotsecretary@gmail.com>  
 Tom Williams <tomwilliams1@earthlink.net>

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Erin Jones	Chair
Bill Barnes	Member
Ann Burroughs	Member
Jennifer Daly	Member
Holly Freeburg	Member
Tammy Kockaya	Board Member
Colin Molloy	Member
Barbara Patterson	Member
Cole Schindler	Member
Tom Williams	Member

Are you in need of additional committee members (Yes/No) Yes - if they have HR expertise

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

The HR Committee has not met since the last board meeting but support is being provided for staff activities and planning is underway for the staff dinner. The HR Committee has asked if the Communications Intern, Peter could assist with putting together a slide show of staff pictures from the summer to show at the staff dinner. In addition, succession planning discussions have begun for the operetta music director, Marilyn Winter. The new Operetta accompanist, Carol Purcell has been hired and will be playing for both adult and children's shows this summer and her husband will be providing percussion for the adult Broadway Show. Discussions and plans are also underway for the creation of a Technology internship position to assist with researching and recommending technological investments by the board such as improving hybrid meeting functionality in the assembly building. Erin Jones is consulting with Holly Freeburg to identify

project opportunities and put together a pilot for the internship structure this summer for an unpaid internship for Noah Jones, rising Senior, to fulfill his STEM internship requirement.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? no

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

Issue or Concern	Date Presented to Board	Status
Employee Manual	7/14/21	Complete
<b>Recruitment:</b> 1. Pilgrim Fund Secretary - filled 2. Tennis Manager - filled 3. Sunday School Manager - filled 4. <i>Children’s Dance Program Manager (summer 2023)</i> 5. <i>Church Music Director (TBD - HR Committee will support BOD as requested)</i>	7/14/21, 11/2021	1. All management positions were filled for Summer 2022. New management level employees listed in <b>bold</b> : a. Office- Elaine Walton b. Waterfront -Leslie Ritter c. Crystal View- Fritz and Susan Kraft d. Maintenance- Tom Mauer e. Tennis- <b>Steve Shreiner</b> f. Music- Rosemary Abbett, Ken Cox g. Sunday School- <b>Jane Kearns</b> h. PF Secretary- <b>Vicki Slater</b>

		i. Other - Molly Harrison
<b>Compensation Review/Salary Ranges</b>	<b>11/2021</b>	On hold - the committee is continuing to discuss next steps for this effort. We are able to get a referral from our consulting firm, HR Partners, if we would like to have a study done, but need to identify key positions. Amy has been working closely with the program managers and different committees on salaries.
<b>Employee Development</b>	<b>11/2021</b>	<ul style="list-style-type: none"> <li>● Stacy Peeples delivered excellent training to our staff this summer to help prepare them for working with children.</li> <li>● Erin Jones conducted a new leader feedback session with all of the managers reporting to Amy.</li> </ul>
<b>Automation of Onboarding Processes</b>	<b>11/2021</b>	A draft fillable PDF application form is in the process of being tested by the committee.

Respectfully submitted,

Erin Jones

## CSA COMMITTEE / FUND REPORT

**Congregational Summer Assembly**

**Committee Report to the Board of Trustees**

Report Date: 7/22/2023

Committee Name: Membership Committee

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Ann Murphy Burroughs	Co-chair
Megan Royle Carrella	Co-chair
Jane Cooper	
Brook Hammond	retiring
Judy Dawley	
Sally Dutton	
Mary Gosnell	
Linda Kucera	
Rick Rodes	
Linda Schopp	
Chris Sturgis	
Crissie Fuller Vitale	
Cathie Walker	
Elaine Walton	
Marilyn Winter	

Are you in need of additional committee members (Yes/No)? No, although CSA members are welcome to attend our meetings.

**Summary of Committee Activity**

Please provide a brief synopsis of the committee’s work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

- 1) With the help of Elaine in the Office, we have approved 25 new associate members, and recorded two CSA lot owners and two Wildwood lot owners.
- 2) We have had 3 meetings this season to discuss a range of membership concerns.
- 3) Mary Gosnell assisted with the Lemonade Sunday and represented Membership in this collaboration with the Women’s Association.
- 4) Judy Dawley will respond for Membership at Board Meetings if Ann or Megan are unable to attend.
- 5) We will schedule our next meeting shortly to review our proposal for Board review (see below).

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>
Annual Lot Owner Fees	We are working on proposed adjustments to the 2022 Board program as requested by the Board at their June 24 meeting	proposed adjustments for Board review by November, 2023


**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,

Ann Murphy Burroughs and Megan Royle Carrella

Date: July 19th, 2023

Committee: **NOMINATIONS**

Names of Committee Members: Jonathan Buntain, Helen Wangard, Bob Schmidt, Ellen Herscher, Joel Buzzell, Molly Bazzani, Ann Burt, and Barb Perry

Please list significant ISSUES presented to the Board from this committee in the last year:

Issue	Date Presented to Board	Status
NONE		

We are actively meeting and discussing nominees for next year (2024) via zoom and in-person. We have considered many people and will have a new slate of nominations to the Board of Trustees, which I will present at the November meeting.

Below is our incoming (2023) slate of nominations to the Board of Trustees.

- Martha Moore
- Merry Elrick
- Chris Sturgis
- Joni Leete
- Chris Dow

As a reminder to all new board members. we look for the best fit and the best timing for these people to work on the Board of Trustees. We ask that you do not assure anyone that they will be asked to be a Trustee, our committee works independently from the Board of Trustees. We do not want to disappoint anyone who feels they are being considered, but not currently asked to serve.

Respectfully submitted,

Jonathan Buntain, Chair

## Chris Dow, CSA Board of Trustees Nominee 2023-2026



I have been coming to Crystal Lake and the CSA since I was four weeks old, and I have not missed a summer since. My childhood summer days were spent morning to night at the CSA, swimming and tennis lessons, Crystal View, operetta, ballfield, youth group, etc. For that reason, Crystal Lake and the CSA hold a very special place in my heart. I have formed my closest and most enduring friendships there. I was also introduced to my wife by fellow CSA buddy Andy Campbell. My summer jobs at Crystal Lake included teaching tennis and sailing, as well as running the youth group. Those experiences certainly inspired me to pursue teaching and education as my lifelong profession.

Today, I live in Chicago, where I am the head of school at Chicago City Day School. My wife, Page, is a first grade teacher, and we continue to spend close to two months at the Lake with our daughter Maddie, a fourth-generation CSAer.

## Merry Elrick, CSA Board of Trustees Nominee 2023-2026



Merry Elrick has had the good fortune of coming to the CSA her entire life. She is a member of the Arts Committee, manages the Authors and Artisans Fair, and is involved in the CSA Big Read.

Merry founded a marketing communications firm in Chicago in 1990 and sold it after 15 years. She and her husband, Walt (Wally) Curtis, also a long-time CSAer, retired to Asheville, North Carolina, where they spend their winters, and Merry works at writing fiction.

Merry's brother, Steve Elrick, directed operettas for many years, and her son, Peter Locke, taught CSA tennis. Merry's grandchildren now enjoy CSA activities.

## Joni Leete, CSA Board of Trustees Nominee 2023-2026



Joni Leete started coming to the CSA when she first started dating her now husband, Lucas Leete, in 1998. Lucky for her, she must have passed the “CSA test” and has been coming to the CSA ever since. Joni and Lucas knew they wanted this to be a forever home for their family and generations to come, and they bought and built here ten years ago. Their family has been spending as much of the summer here as possible ever since.

They have three children, Avery (a CSA tennis instructor), Weston, and Brody (both currently working at the Crystal View). They also have two dogs and a cat, all lucky enough to spend summers at the CSA. She and her family live in East Grand Rapids, MI, and she works in the schools there during the school year. She serves on the Youth Committee and the Women’s Association, working in merchandise. She loves swimming, hiking, biking, almost anything outside, art, travel, and time with her family.

**Martha Moore, CSA Board of Trustee Nominee 2023-2026**



Martha Moore is a 4th generation member of the CSA. Her cottage on South Shore was built in 1907 by her great Grandfather and is now the vacation home to her children and grandchildren. She spends her winters in Vero Beach, Florida, and is on the board of the Vero Beach Bridge Center and has been a hospice volunteer with the Visiting Nurse's Association of Vero.

## Chris Sturgis, Board of Trustees Nominee, 2023-2026



Ever since I first put my feet in Crystal Lake in 1961, dunking my head under the water has been the highlight of each and every day at the Congregational Summer Assembly. The rest of the time is spent catching up with all my extended family and friends. I can also be found pulling a bit of garlic mustard and other invasives that rear their heads in the woods.

For the past decade, I've been able to organize my work so that I can spend much of each summer at the CSA. My work has primarily been focused on education and youth issues in philanthropy and as a consultant. At the Mott Foundation, I helped build consensus that students needed to be offered multiple pathways to earn a diploma. Graduation rates increased as these practices were embedded into national and state policies. During that same time, I helped launch the Youth Transitions Funders Group that advocated for young people in juvenile justice and foster care and those whom the public education system had not well served. I also co-founded CompetencyWorks, the go-to source for competency-based education and other educational strategies aligned with the research on how we learn. It's been amazing to be able to visit and write about over 100 schools in the U.S. and New Zealand that are leading the way.

I'm delighted to be nominated to the CSA Board of Trustees. The CSA is at an exciting time each year, and our membership is a little bit more diverse. We have the opportunity to renew our values and reweave our community so that each and every one of our family members feel a deep sense of appreciation and belonging. We are already making progress in ensuring that we are a community that honors and celebrates our differences as well as shared experiences at the CSA.

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly                      Committee Report to the Board of Trustees

Report Date: July 22, 2023

Committee Name: Spiritual Life Committee

Committee Members	Role (Chair/Co-Chair/Member)
Cindy Berg	
Ken Cox	
Renee Fisk	
Molly Frost	
Peter Galbraith	
John Harbeson	
Ellie McKinney Nancy Reid Jim Reisner Bob Schmidt Cathy Schulz Jennifer Swetland Shannon Wise	Chair

Are you in need of additional committee members (Yes/No)?

#### **Summary of Committee Activity**

Please provide a brief synopsis of the committee’s work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

The purpose of the Spiritual Life Committee (SLC) is to oversee the spiritual program and worship of the Congregational Summer Assembly. The two most significant programs run by the SLC our Sunday worship services and the Gibson Series Lectures.

Our Educator-in-Residence for this summer’s Gibson Lectures is Ken Cox. During the week of Monday, August 7, through Friday, August 11, Ken will present five lectures during the noon hour in the Assembly Building. The lectures are entitled, *Angels Visit When We Sing: Modern Sacred Choral Composers and Their Music*.

#### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for
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		<b>resolution</b>

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)?

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>

Respectfully submitted,

Jim Reisner

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly                      Committee Report to the Board of Trustees

Report Date: July 14, 2023

Committee Name: **Tennis Committee**

Committee Members	Role (Chair/Co-Chair/Member)
Alan Marble	Co-chair
Dennis Nahnsen	Co-chair
Bob Brown	
Meghan Beverley	
Matt Petrick	
Polly Mauer	
Sara Watson Steve Walton Bob Norris Pat Kearney Warren Crowdus Kathy Way John Harbeson Debbie Albright Meg Eveland Rick Rodes Andrew Gaffney	member, BOT          newly added, member, BOT

Are you in need of additional committee members (Yes/No)?    No

### **Summary of Committee Activity**

The Committee planned and monitored the July tennis tournament. Participation was very high and the matches were extremely competitive. We were fortunate with the weather as the July 4th holiday fell on Tuesday and no matches could be scheduled. We are looking at a similar calendar for 2024.

Steve Shreiner hosted a tennis festival for 42 attendees with non-stop round robin tennis activity on all 4 Woods courts on July 1. Not to be outdone, Rick Rodes hosted a pickleball fest on July 15 with 50 attendees on the Crystal Lake courts. Free-will donations at both events yielded over \$3,000 for the tennis and pickleball programs. These events are sure to be held in coming years.

Someone chalked pickleball lines on one of the Woods courts last week. When a CSA associate member saw them playing pickleball on that court, he addressed them to find that they were not Assembly ticket-holders, were not eligible to do so, and said they did not realize the courts were private. Playing pickleball is not permitted on the Woods courts.

Issues arose in July involving non-CSA Assembly ticket holders being invited as guests to use the tennis courts. In one instance, non-ticket holders were invited to play pickleball on the Crystal courts (there currently is no provision for guests to play pickleball on Crystal courts).

In another incident, a CSA family purchased Assembly tickets and Woods court stickers for friends who are not eligible under the “house guests” provision. It was determined that the non-members were not house guests, but rather neighbors and friends. The folks involved were contacted and the CSA’s position explained that the house guest provision is intended solely for persons visiting and staying with the host family. The chairs of the Membership Committee were of great assistance in clarifying the issue and will be involved in such instances in the future.

Maintenance staff and volunteers rebuilt the bleachers at the Woods courts and have been working on restoring the surrounding benches. Thanks to Tom Mauer and staff, and Holly Freeburg, for their efforts.

Two new benches for player’s courtside use on the woods courts are needed.

Tennis lessons and pickleball clinics have been very well attended. Attendance information is included with this report. Our CSA tennis staff and the maintenance staff have done a stellar job of maintaining the courts and making sure that a little rain doesn’t halt lessons. Thanks to Steve, Rick and Tom Mauer for making it all happen, and to Managing Director Amy Somero and her staff. Additional thanks to the Budget Committee and the Board of Trustees for funding our programs.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board:

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>
guest fees for pickleball and tennis	working with the BOT to determine if guest fees for tennis on Woods courts be continued; if so, should the provision be extended to pickleball; and what can be done to ensure compliance	resolved prior to 2024 season
budget request for 2024	to maintain the quality of the current CSA tennis and pickleball programs	to be submitted to Budget committee by 8/15/23
re-designing sign-up procedures for tennis tournaments	several times in the past two years persons participated in CSA tournaments without current Assembly tickets and/or Woods courts stickers.	possibly by August 2023 tournament

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? NO

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

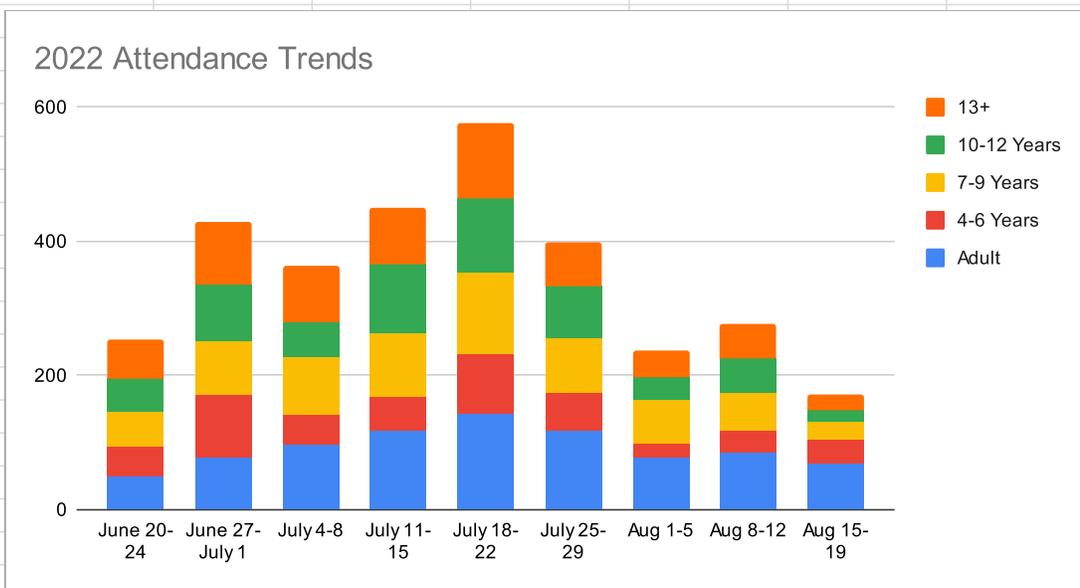
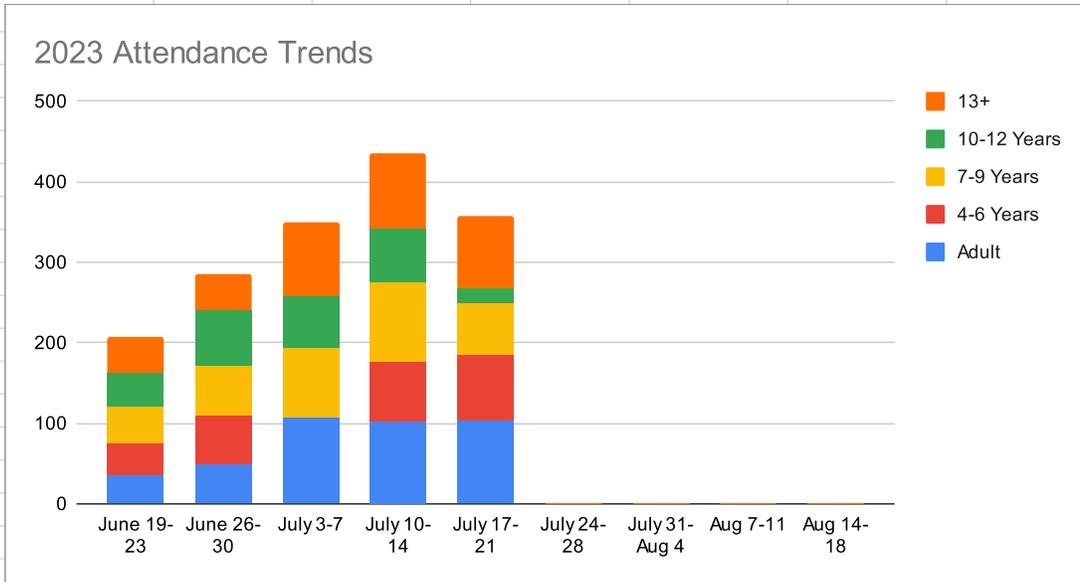
<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
<b>pickleball court striping</b>	<b>November 2021</b>	<b>implemented</b>
<b>woods courts resurfacing</b>	<b>2022</b>	<b>funded for upper two courts, project completed spring 2023; requesting funds for resurfacing the additional two lower courts in 2024</b>
<b>new signs for all courts</b>	<b>2019</b>	<b>purchase and installed in 2022</b>
<b>additional scoreboards for woods cts</b>	<b>2022</b>	<b>in progress</b>

Respectfully submitted,

Alan Marble

2023 CSA Tennis Attendance - Summary

	Adult	4-6 Years	7-9 Years	10-12 Years	13+	Total	Weekly Average
June 19-23	35	40	47	40	45	207	327
June 26-30	49	61	63	68	44	285	
July 3-7	109	0	84	65	91	349	
July 10-14	102	75	99	66	93	435	
July 17-21	105	81	64	18	90	358	
July 24-28						0	
July 31-Aug 4						0	
Aug 7-11						0	
Aug 14-18						0	



## CSA COMMITTEE / FUND REPORT

Congregational Summer Assembly

Committee Report to the Board of Trustees

Report Date: 7/9/2023

Committee Name: Waterfront Committee

Committee Members	Role (Chair/Co-Chair/Member)
Bob Cooper	Chair
David Belknap	
Ann Murphy Burroughs	
Kate Dertz	
Callie Furste	
Andrew Gaffney	
Larry Iles	
Karen Neighbors Janssen	
Brian MacInnes	
Marjorie Pearsall-Groenwald	
Leslie Ritter	
Stu Soule	
Diane Tracy	
Mark Walton	
Chris Watson	
Pete Weir	

Are you in need of additional committee members (Yes/No)? **Always on lookout for new (and particularly younger) members with varied waterfront experiences.**

### **Summary of Committee Activity**

Please provide a brief synopsis of the committee's work since the last written report. Items to list may include accomplishments, meetings held, and actions taken.

The Subcommittee on Crystal Beach Playground Equipment chaired by Callie Furste has been gathering information and fundraising with an eye towards construction by 2024 season. A site visit with the vendor is scheduled for July 11 and the committee is looking for a proposal by July 19, prior to the July 22 BoT meeting.

The Waterfront Committee is hoping to gather important input from the community on possible futures for the management of the Docks/Hoists, with an eye towards developing proposals for 2024 implementation.

### **New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

<b>Issue/concern</b>	<b>Brief description</b>	<b>Timeframe for resolution</b>
Docks and Hoists	Address inequities in reservation and waitlisting of dock space, with discussion of possible expansion of dock slips. Looking for CSA input at Open Forum.	For 2024 Implementation
Boat Dock Replacement	The boat dock is increasingly decrepit and presenting safety hazards and potential liability concerns. Dan Clark estimates that it will cost \$70,000 to replicate the current boat dock. The Board needs to be aware of this as a looming capital improvement expense.	Not immediate, but definitely needs to be in the capital improvement mix.
Crystal Beach Playground equipment	We have an ongoing subcommittee investigating replacement/refurbishment of playground equipment on the Crystal Beach and raising funds for this endeavor.	Looking towards 2024.

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? **No.**

If YES, please state the motion the committee will present at the board meeting.

Motion:

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

<b>Issue or Concern</b>	<b>Date Presented to Board</b>	<b>Status</b>
Mooring integrity.	11/2022	\$10,000 was allocated by BoT for materials to upgrade and secure moorings; this has been accomplished with installation of moorings for 2023 season.
Accessibility	11/2022	\$2400 was allocated for materials for a handrail and kayak launch; these have been installed.
Beach Sand replenishment	11/2022	\$4000 allocated and this will be accomplished during 2023 season. We understand that this is on hold due to retirement of our previous vendor.

## CSA Waterfront Committee Report Addendum – Revised July 25, 2023

Chair: Bob Cooper

### Waterfront Statistics through first five weeks of 2023 season:

- **Water Temperatures:** Average afternoon water temperatures on the Crystal beach for the first five weeks of 2023 have been on the warmer side for recent years. Average water temperature for the last 10 days in June was 70.3°, which compares with average temperatures of 67.3° for the same days in 2022 and 67.1° in 2021. The first 24 days of July have naturally been warmer, averaging 73.6°. Average July water temperatures through the 24<sup>th</sup> for the past 6 years have been (from high to low): 76.6° (2020); 75.4° (2018); **73.6° (2023)**; 72.8° (2022); 72.5° (2019); 72.4° (2021).
- **Swimmer's Itch:** In the second year of the suspension of the CLWA's merganser relocation project there is no question that Swimmer's Itch has returned with a vengeance. Over the first five weeks of statistics from the CSA Swimmer's Itch Incidence Log for 2023, we have had at least one report of itch on 60% of the days (21/35) and no reports on 40% of days (14/35); this compares with figures of 82% with no reports versus 18% with at least one report of itch for the entire 2022 season. More concerning, across the entire season of 2022 there were zero days with six or more cases reported; so far in 2023 we have had 54% of days (19/35) with six or more reported cases of itch, and 20% (7/35) of days with more than 20 cases reported! Also concerning is the fact that wind direction does not seem to be as predictive of Swimmer's Itch risk as in past years: in 2022, for example, there were zero days with reported itch among the 37 days with offshore wind; so far in 2023 we have had reports of itch on 54% of days with a south (offshore) wind, including 7 days with 11 or more reported cases of itch and 3 days with 21 or more reported cases.
- **Swim Lesson Participation:** Despite the marked increase in itch, participation in morning swim lessons has been robust. During week 1 average attendance was 23 across all levels; average attendance for week 2 = 29; week 3=50; week 4=51; week 5=48. Hats off to the dedicated swimming staff repeatedly exposing themselves to itch!!!
- **Boat census:** Total number of boats on census day in 2023 was 166, slightly fewer than 2022's record 171. About 54% of our total boats are kayaks and SUPs (89/166); roughly 74% of our kayaks and SUPs (66/89) were being stored on CSA storage racks in 2023. The most dramatic change from 2022 to 2023 has been in the number of sailboats which decreased by 25% (51 to 38) in total numbers and by 26% (39 to 29) at the waterline in the small boat storage area.

## CSA COMMITTEE / FUND REPORT

### Congregational Summer Assembly

### Committee Report to the Board of Trustees

Report Date: July 9, 2023

Committee Name: Youth Committee

<b>Committee Members</b>	<b>Role (Chair/Co-Chair/Member)</b>
Jennifer Swetland	Chair
Stacey Peoples	Member
Shopic Scanlan	Member
Shannon Wise	Member
Diana Campbell	Member
Joie Leete	Member
Lurette Frost	Member
Jen Hamdorf-Torens	Member
Christie Bednar	Member
Luke Sturges	Member

Are you in need of additional committee members (Yes/No)? Not at this time

### **Summary of Committee Activity**

The Summer 2023 Youth Programming is in full swing! Attendance is high at evening activities and field trips. Nearly 150 teens joined us for the July 18, 2023 Teen Dance! CSA Youth have had many opportunities to gather and make memories thanks to our AMAZING Youth Director, Heather Lotzar, and Youth Leaders- Dagny Bingham, Sean McCormick and Bailey Queen.

Please take a moment to nominate one of our OUTSTANDING Youth for the Citizenship Award! Nomination forms can be found in the main office or submit one online using this QR Code:



The Youth Committee met in person on Monday, July 3, 2023. At this meeting we discussed and worked on the following:

Youth Citizenship Nomination Poster- The Communications Committee is working on a poster to be laminated and hung around the CSA advertising this award. The poster will include a QR Code so community members can nominate our youth at any time during the day. We plan on hanging these laminated flyers at the ballfield, tennis courts, lifeguard stand and assembly building. Paper copies are also available in the main office. Please nominate one of our amazing youth today!

Youth Volunteer program- The Communications Committee is working on a poster to be hung by the volunteer board in the Assembly Building. The poster will include a QR code where youth can log their volunteer hours and bring any necessary high school paperwork to Amy. Amy will be able to access the google form and sign off on volunteer hours.

Updated Youth Committee description- We spent time revising and editing the Youth Committee

description and submitted the updated version to be included in the Leadership Manual.

New Committee Chair(s)- we discussed selecting a new committee chair or co-chairs to begin at the end of this season.

The Youth Committee Looks forward to hosting two Teen Dances this summer on Tuesday, July 18 and Tuesday, August 1 with DJ Tony from Northern Beats Entertainment. All middle and high schoolers are welcome.

**New Issues or Concerns**

List significant issues or concerns you anticipate presenting to the Board for discussion or consideration.

Issue/concern	Brief description	Timeframe for resolution

**Board Meeting Motions**

Will your committee be presenting a MOTION at the next board meeting (yes/no)? NO

**Past Issues or Concerns**

In order to maintain a record of issues or concerns addressed, please list past issues or concerns presented to the Board from the committee this year.

Issue or Concern	Date Presented to Board	Status
<b>Survey-</b> Encouraged community to complete the youth survey	<b>July 31, 2021</b>	Survey was completed and discussed at youth committee meeting in August
<b>Increase Youth Stuffing to 4 Youth Leaders and 1 Youth Director</b>	<b>Nov 6, 2022</b>	The Youth Director position has been approved and funded. Three Youth Leaders have been hired for 2023.
<b>Split Middle and High School program funding</b>	<b>Nov 6, 2022</b>	We have split the middle and high school Youth programs in Summer 2022. Events have been well attended. And we have a successful exception policy.
<b>Summer 2023 Teen Dance Funding</b>	<b>Nov. 6, 2022</b>	Board approved necessary funds to host two Teen Dances for summer 2023

Respectfully submitted,

Jennifer Swetland  
Youth Committee Chair

# VIII. CSA Policy on the use of Common Property by CSA Lot Owners (2023 Assembly News page 63)

07/29/2023 Annual Meeting Informational Presentation

# Board Responsibility

- The Bylaws of the Congregational Summer Assembly (CSA) published on the CSA website, the Articles of Incorporation and certain formal policies and rules published annually in the Assembly News are considered essential information for all members of the Assembly.
- The Policies and Rules published in the Assembly News apply year-round and are subject to change at the discretion of the Board of Trustees.

# Board Responsibility

- It is the obligation of the CSA Board of Trustees to ensure that all CSA common property (namely, all CSA property other than privately owned lots located within the CSA) is reserved for the common good and for common use.
- It is recognized that circumstances can arise that cause it to be appropriate to permit CSA property owners to make limited use of common property for certain specific and limited purposes, when such use can be accomplished without detriment to the common good.

## Policy requires an update

- The purpose of this policy is to set forth the condition for such temporary private use of CSA common property.
- An update to this policy is necessary because we have instances where Lot Owners are using our common property without specific permission, and in some cases, where Lot Owners are using our property as their own, with or without, actually knowing that it is CSA common property.
- Examples include: driveways along South Shore Drive and other areas in the CSA, personal gardens or walkways, stairs from cottages down to the Lake Michigan beach.

Red lettering  
indicates  
change or  
addition to the  
current policy

## Policy

- A. In general, no common property should be used when it is feasible to avoid such use by using privately owned property.
- B. Any common property that is used for any private purpose is temporary and is subject to the continuing discretion of the Board of Trustees.
- C. Each ~~cottage owner~~ **Lot Owner** making use of common property shall be required to terminate such use and restore the common property to its original condition, at his or her own expense, upon any of the following:
  - a. The Board of Trustees determines the original need for such use no longer exists;
  - b. The Board of Trustees determines such use is no longer consistent with
    - (i) the original use of the common property or,
    - (ii) where applicable, a prior request made to the Board of Trustees for such use; or
  - c. The Board of Trustees determines that continued use of the common property is detrimental to the interests of the CSA.

Red lettering  
indicates  
change or  
addition to the  
current policy

## Application of Policy

- A. Lot ~~owners~~ **Owners** currently making use of common property shall not be required to terminate such use unless specifically notified by the CSA Board of Trustees and given the opportunity to make a presentation to the Board **of Trustees**, or a committee thereof.
- B. Lot ~~owners~~ **Owners** wishing to sell a lot may request an affirmation from the CSA Board of Trustees that, subject to this Policy, current use of common property may continue.

Red lettering  
indicates  
change or  
addition to the  
current policy

## Application of Policy continued

- C. Lot ~~owners~~ Owners seeking a new, or **substantially** modified, use of common property may not do so without the express permission of the Board of Trustees, or a committee thereof. **When a Lot Owner wishes to use CSA common property, they must make a request to the Board with details regarding the use of Common Property including location, timeline, design drawings and specifications. If approved, the Legal Committee works with them and our legal firm to finalize a Permissive Use Agreement (PUA). The final PUA will be recorded with the Benzie County Register of Deeds. The Lot Owner pays all legal fees and expenses for the development and recording of their PUA.**

Red lettering  
indicates  
change or  
addition to the  
current policy

## Application of Policy continued

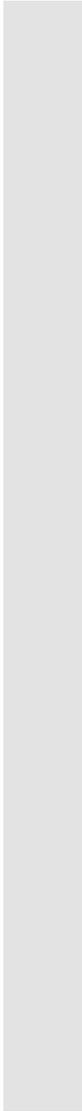
D. If a Lot Owner does not want to sign a Permissive Use Agreement their only option is to not use, or stop using, the CSA common property. i.e., remove their personal property, find another driveway, remove their stairs from the cottage to the Lake Michigan beach, etc.

## Additional Information

- The legal cost for the Permissive Use Agreement to a Lot Owner should be between \$250 - \$500 depending on the complexity of the use/request, assuming the Lot Owner does not force negotiations over terms which have been written to be fair to both the Lot Owner and the CSA while protecting the CSA's property interest.
- This is an update to an existing policy that gives the CSA more protection and does not require a vote of Lot Owning members. Per our Bylaws it does not 1) cause a major change to the natural appearance of the Assembly, or 2) involve a major change in the uses or availability for sale of Assembly property, or a major purchase of additional Assembly property, or 3) authorize any basic change in the character of the program of the Assembly.

## Next Steps

- Finalize Permissive Use Agreement (PUA) with our Michigan Attorney
- Prepare motion for Board approval
- Mail letter informing them of the change, to all Lot Owners home address
- Print updated policy in next Assembly News
- Once finalized, we will begin using this process immediately for new requests and problematic uses of our common property. At a later date we may require them for all Lot Owners currently using our common property



- QUESTIONS

## CSA Annual Meeting 2023

### Crystal Beach Playground Renovation Project (Waterfront Subcommittee)

**Committee Members:** *Callie Gruman Furste, Diane Young Spitzer, Carey Spitzer Elder, Crissie Fuller Vitale, Molly Harrison, Amy Harrison Kline, Jane Limmer Perrino, Beth Wolszon, Beth Seaton (Women's Association Rep), Andrew Gaffney (BoT Rep)*

**Interested in joining the committee? Ideas, thoughts, suggestions, concerns?**

**Please reach out to any of the committee members or email**

**[callie.furste@gmail.com](mailto:callie.furste@gmail.com).**

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- **Committee's Purpose:**

- In recent years it has become more and more apparent that much of the playground equipment on Crystal Beach has begun showing its age. The most recent significant update was done in the 1980s, and many structures are no longer safe (*rust, exposed sharp metal edges and updates to standard safety practices for children's playground equipment*).
- There has also been a desire to incorporate more shade in the playground area, to make it more pleasant for children playing, as well as the adults supervising them.
- Accessibility, and inclusion of all age groups and play abilities have also brought the need for updates to the forefront.

- **Committee's Mission:**

- To renovate the Crystal Beach playground to allow for safe, collaborative play, to make the beach more comfortable for all who gather there, and encourage intergenerational fellowship.

- **Community Effort:**

- Funding for any removal, installation, or new equipment will be done via a community capital drive.
- The committee believes that in order to make updates that will be the most beneficial for the whole community, we need to hear from the community!
  - Please stay tuned for opportunities to make your voice heard. It is vital we hear from all ages and perspectives. Thank you in advance for your participation.

- **Committee's Considerations:**

- The committee has connected with the families who have generously donated equipment and structures to the beachfront in the past. All families are understanding of the need to make some capital

improvements to the beachfront. Any path forward will incorporate and respect the wishes of these families.

- Appropriate equipment for various ages: (*i.e.*: 6 months-36 months, 4-8 years, 8-12 years). And more accessible equipment for all abilities of play.
- Providing shade is essential.
- The committee wants to ensure that the enjoyment and **safety** of our children is top of mind throughout the process.
- Nothing that would block sightlines of homes on South Shore.
- Nothing that makes noise or is musical in nature.
- Nothing that vastly changes the aesthetic of the beachfront or drastically changes the footprint on the beach. (*The committee is researching suppliers with equipment that is both natural in appearance and able to withstand the elements*).