

DRAFT
CONGREGATIONAL SUMMER ASSEMBLY
ANNUAL MEETING
Date: August 4, 2018
ASSEMBLY BUILDING

Call to Order: President Perry called the meeting to order at 9:39 a.m. She opened in prayer after a moment of silence. A quorum was present, and no proxy was filed with the Secretary. Attendance: 51 signed-in as members and 31 signed-in as Associate Members. There were 44 yellow cards and 31 blue cards distributed for voting. Lists may be obtained from the Membership Committee. The adjournment time was set for 11:30 a.m.

Approval of Minutes: Carolyn Johnson, on behalf of a committee comprised of herself, Jane Cooper, and Jim Royle announced that they had reviewed the minutes of the Annual Meeting of July 29, 2017 and moved they be approved as written with one correction; this was seconded by Jen Daly and the **motion carried**. The President appointed Carolyn Johnson, Jane Cooper, and Cynthia Hood to review the minutes of this meeting.

President's Report: (no written report)

President Perry opened with praise about what a great place the CSA truly is-its people, its programs, and the many volunteers of all ages. She read the purpose of the CSA: *to promote the physical, intellectual, moral, and religious welfare of the constituency which it seeks to serve.*

Managing Director's Report: (no written report)

Mr. Cox asked for prayer for the Ritter family following Elizabeth's fall from a 4th story apartment this week. Leslie Ritter will not return this season, so Ken is working to keep an adult presence on the waterfront. We have had larger church congregations and choir this summer. The adult tennis class continues to be very popular and well-attended. Mr. Cox has had Treetop Tree Service in to take care of aging, dying trees. The CSA volunteers are inspiring, including Jay Burt, the Waterfront staff and volunteers, Steve and Hugh Walton in the off season, Molly Harrison, Debbie Albright and more. Please thank Eddie Elsworth for his years of service, as this is his last summer as Maintenance director.

Treasurer's Report: (written report)

Mr. Dawley noted the CSA is running well financially. Fees are up compared to 2017 due to strong attendance, a July children's operetta, and a fee increase (\$2). Expenses: trees \$15K, in line with the past 3 years, though more expensive than budgeted; property taxes are \$10K per year. We also had a salary increase this year, as the BOT approved an increase in minimum wage to \$12 at the 2017 winter meeting. The repairs to the CV had \$15K in insurance receipts, and improvements/restoration were approximately the same. Question: what is the CSA max liability insurance: \$1 million. [After the Annual Meeting, upon research Mr. Dawley advised the Secretary to have the minutes note the limits under the CSA insurance policy are \$10,000,000].

Archivist's Report: (written report)

Ms. Cooper reported that the Archives have been very fortunate to receive a new scanner to help digitize scrapbook materials. Sam Rosenblatt, the Archives/Communications intern has been active on social media, and has been extremely helpful in producing some wonderful projects. She invited people to visit Pilgrim Place.

Women's Association Report: (written report)

Ms. Gaffney reported that she co-chairs the WA with Mary Gruman, and the WA has 9 additional members on its board. Goals: be more social, welcoming, and build community. We had an adult's night out, and are now recognizing births and deaths, led by Debbie Kearns. The 2018 Arts/Crafts Fair (ACF) was very successful thanks to Janet Dertz and Debbie Albright, and a multitude of volunteers. As of July 30, total revenue of \$15,900 from the ACF, with a net profit of \$12,500. The newly formatted silent auction raised \$2K, and we sold CSA paraphernalia, headed up by Jennifer Potter, for \$1K worth of sale. Janet Dertz, Jep Gruman, and Jonathan Buntain worked with Mr. Cox to improve wi-fi access for the ACF vendors. The WA has funded portable soccer nets, shade trees for Crystal Beach, hosting Doug Stanton, author, in Frankfort, with a \$750 freewill donation that went to a local veteran's association. Beth Wolzson and Joyce Dennison are working on a new CSA directory. The next WA Annual meeting is Tuesday Aug 7, with a speaker from the Children's Advocacy Ctr. in Traverse City.

FUND REPORTS

Education "Scholarship" Fund: (written report)

Ms. Knutsen reported that the EF is doing well, having presented 13 scholarships for \$26,500 this summer. Please give to the fund. Since it's inception, more than \$1/2 million has been dispersed. In addition, Jim & Sally Dutton established a \$50K endowment fund managed by Grand Traverse Regional Community Fund, that will yield one scholarship per year. She thanked people for donations, and collecting Family Fare receipts. Thanks to Cynn timer Hood for her vision to get this fund established 26 years ago.

Pilgrim Fund (written report)

Mr. Pray reported that they had their annual trustee meeting yesterday. He shared that in the 1960's, there was an effort by the CSA to get IRS approval for tax-exempt status. The IRS said no, but did say that the religious, spiritual and children's activities could possible qualify if separately funded. So the PiF is a separate entity from the CSA with its own trustees and programming. The fund supports Sunday church and Sunday school, and educational aspects such as ecology, children's operetta (for some examples). The PiF had net growth of 6%, and the bulk of funds are invested conservatively through Morgan Stanley. Besides investment income, other income comes from donations and Sunday offerings. Mr. Pray noted Item 1 re: repairs to the south side of the meeting house because of dry rot in the floor and undergirding joists with thanks to Joel Buzzell and Molly Harrison for overseeing the work. Question from Dave Blessing: do rules/requirement 501 3c apply to Pilgrim Fund but not the CSA itself? Yes, that is

correct. As a 501c3 the PiF has a declaration of trust that we are in process of reviewing to make sure that we are following those requirements that the things we fund do have religious/educational aspects and scope. The CSA itself is a 501c4 organization according to IRS rules.

Preservation Fund (written report)

COMMITTEE REPORTS

Arts Committee: (written report)

Ms. Gottlieb reported that they are doing many new and wonderful things.

Budget Committee: (written report)

Ms. Rollinson reported that the BC puts together budgeting proposals for the BOT Fall-winter meeting.

Buildings and Grounds: (written report)

Mr. Joel Buzzell reported that B&G are working on ongoing projects, especially trees and roads. We had a late start on roads this year b/c of a long winter, and have another \$12K in roadwork slated yet for 2018. Questions: Holly Freeburg asked for information about the planned removal of the hillside hedge at the CV that is dying. We will request budget for re-planting with deer-proof landscaping. Carolyn Johnson asked about the dead wood on common property. The B&G does hope to do some clean up.

Bylaws: (written report)

Mr. Gosnell reported that the BOT approved changes to Sections IIIC on Board Eligibility and IV F on Executive Committee Eligibility, plus a reduction of Board Membership from 2/3 to 3/5. No questions.

Calendar: (no written report)

Ms. Schopp reported that the next meeting is Monday August 6 at 11:00 in the kitchen. Please give 2019 dates to us immediately.

Citation Committee (written report)

Communications: (written report)

Ms. Freeburg thanked Sam Rosenblatt for his good work this summer, with one Facebook post that reached 2700 people in late June of the Frankfort Arch asking viewers when they were coming through. Sam also used the new scanner to do an overlay comparison of photos of the Assembly Building from 1912 and 2018 with a horse/buggy and a BMW. The committee has to prioritize multiple demands, and cannot do all that they'd like. We have listed in this report specific types of help the committee needs, either as a committee member or a one time volunteer. Margie Nahnsen asked if there is any way to access white board info that is not Facebook-related? Yes, on the CSA website. But for now, CSA 411 (a Facebook group) is the only place you can get daily

updates re: lessons etc. Cathy Reed asked where the 1-page guide is that tells people how to access the CSA website and get the weekly email. It is posted in the office.

Construction Review: (written report)

Mr. Kucera reported that we had two reviews this past year. CR works, as required, with homeowners who are building or expanding (NOT remodeling). Four permits are required: CSA, Crystal Lake Township, Health Department, Benzie County Building Dept. We had 2 requests for expansions this year, one of which was a deck. Question from Jen Daly: if we don't change the footprint, do we need CR approval? No.

Crystal View (written report)

Mr. E Buzzell reported that this committee has re-gathered this year. He commended the service of Fritz and Susan Kraft for their good food, and the great atmosphere they provide. He noted that Ken Cox loves their meatloaf sandwich.

Ecology: (written report)

Ms. Campbell shared that Ecology Explorers went to Esch Road for a history field trip. Our first program was during children's operetta and was not well-attended, but we did this purposely to remain committed to offering something for everyone. Our professional instructor from the last 5 years retired, and we could not find a suitable replacement. So we did pare back some programming this summer. There is an invasive plants monitoring group overseen by Nancy Baglan collecting GPS-mapping data for the Invasive Species (IS) Organization. We are concerned about the growth of IS on untended, private CSA properties, and continue to discuss how to address this. Hannah Burgener was our 2018 intern, and her work was excellent. She is also a committee member. She restored a plot east of the Meeting House with native plantings. Ms. Campbell thanked the WA, Pilgrim Fund, Holly Freeburg, the Coxes and Eddie Elsworth for their help and support. Jane Posner asked about the milkweed torn out to build the long cement sidewalk down to Crystal Beach. The committee will look into replanting.

Forest Care: (written report)

Ms. Nerbonne thanked the Ecology committee for its work. The CSA forest's management is nationally recognized in Ms Nerbonne's academic publications. Are you ready for the changing face of the CSA forest? We have foresters coming late Tuesday afternoon August 7, 2018 to consult with us on the beech tree issue. The 2017 survey of trees mapped the CSA common ground beech trees, and 71 trees were treated one way, and 17 another. This is a year to get data back on the efficacy of the treatment. For untreated trees, the beech bark disease (BBD) will rapidly proceed, and the trees need to be cut down BEFORE it becomes too dangerous to remove them. This requires us to be proactive. Please consider being a Forest Care committee member, we need help. We also hope to have an intern or forestry staff person next summer to help evaluate the trees' status. Lastly, when the beech trees come down, we do need to proactively plan for restoration of the understory, and the condition of the soil for new growth that will come next. The emerald ash borer has come through and all untreated ash trees are all dead now, slowly decomposing. When a danger to property or roads, they should be taken

down. If out in the middle of the woods, they are not a threat. Mr. Belknap commented that tree service climbers will not climb a standing dead ash.

Human Resources: (written report)

Mr. S Walton reported that the HR committee plans to conduct a survey to evaluate staff and programming to begin to quantify satisfaction of the CSA constituency. It will be sent out at the end of the season.

I.T. Ad Hoc: (written report)

Ms. Barnard reported that she and Tom Kucera make up this committee, and they are on track to meet the short-term database needs for more people to be trained in MS Access programming next Saturday morning. The longer-term outlook is to develop an integrated system between accounting, membership, and other records. There was a question about safety controls in place about personal data stored in the CSA database, and plans on how we intend to use the information we collect on people. Answer: we will begin to digitize our mailings that are now being done by hand. The data will not be available to the CSA community at large and will be password protected.

Legal: (written report)

Mr. Molloy reported that he comes from the Way clan. Some of us were born into this Shangri La, but he says he is chosen. The CSA has cared for itself well w/o a bunch of suits bossing it. But, today, we do need to upgrade some of the CSA's legal positions. We are working to have a template developed for easement requests, on the new ways rentals (e.g., AirBnB's) are run and registered, and making sure renters and landlords comply with CSA rules and regulations re: registration. Luette Frost is helping in this arena. Please note, the committee does not stand as the "lawyer" of the CSA. We are here to make recommendations when the CSA needs outside counsel. Question: does the CSA have a lawyer or firm on retainer? No, but we do have some we can consult with going forward. Mr. E Frost noted that we did once have two attorneys we retained, but they are retired.

Membership: (written report)

Ms. Kucera reported that as of August 4, we have 955 AM and 337 Members. Applications for privilege tickets (PTs) and AM are available at the desk. There is also a paper at the desk that explains PTs and AM, and the CSA activities that do NOT require a PT. The Membership committee is tasked with determining eligibility for purchase of PT, of which there are 3 categories: M, AM, Neither (e.g., renters, children of AMs etc.). The Bylaws are very clear re: Membership, and the committee adheres strictly to those rules (a Member's name MUST BE ON THE DEED). All are welcome at our weekly meetings at 10:00 on Mondays at Pilgrim Place.

Nominations: (written report)

Ms. Gottlieb reported that the 2018-2021 nominated slate of trustees for the BOT includes Carol Edmonds, Shannon Wise, Jeff Peoples, Cathie Walker, and Beth Wolszon. Please give us your suggestions for potential trustees going forward. President Perry

asked for additional nominees from the floor. There were none. Mr. S Soule moved and Carolyn Johnson seconded approval of the nominees as slated. **APPROVED.**

Spiritual Life: (written report)

Tennis: (written report)

Mr. Marble thanked the outstanding tennis staff and committee.

Waterfront: (written report)

Mr. Cooper reported that the waterfront asks for prayers for the Ritter family. Leslie Ritter may not be here, but she has left behind a fully qualified staff. See the statistics appended to the report. We have clarified language re: moored boats such that a mooring at the CSA includes a CSA anchor and buoy with a CSA painter (the entire ground tackle used to moor a boat **MUST** be provided by the CSA, **a boat owner is not to use any non-CSA equipment-this includes painters-to moor a boat**). The required ground tackle is available from the Managing Director for a \$40 deposit. The swimmers' itch is less than previous years, but still with us. We are running with higher numbers of paddleboards and kayaks, and the committee will look into increased beach storage for them. Questions: what about invasives like zebra mussel? Mr. Marble noted that the CLWA is researching this with drones, including eurasian waterfoil. Please know that the future of Crystal Lake is in the CLWA, please join it and support it. Mr. ML Walton asked if we could have a SI flag at the doghouse. Mr. Cooper responded that the individual nature of the incidence of itch has made them reticent to do so. Are we making any attempt to remove zebra mussels from the swimming area? No, but the committee will note. Mr. ML Walton asked about the breakage of several CSA-provided chains in the mooring area, setting boats adrift. Mr. J Burt checks on these. It was asked if the no smoking rule passed a couple of years ago would be included on signage. Not for now, but under board consideration. For now, the WF staff must ask smokers to stop smoking on CSA beach property.

Youth: (written report)

Ms. L Frost reported that this committee is being reinvigorated. Highlights for 2018: seeking more committee members, especially men; we will focus on separate events in 2019 by age, a kids' night out event that includes dinner and programming so parents can go out for dinner; and reworking the Youth Citizenship award criteria.

Jen Daly moved, John Harbeson seconded to approve all reports. **APPROVED**

Old Business:

none

New Business:

President Perry thanked Julie Walton for her service as secretary, and Jen Meeker is nominated to replace her.

Please return your voting cards on the way out.

The fire pit at Crystal Lake is now permanent, with chairs donated by the Bob and Elsie Walton family, with a flagstone surround to be completed over the winter similar to that at Chimney Corners.

Mr. Soule is concerned about people not putting out fires at the fire pit.

The BOT voted yesterday to continue banning fires on Michigan beach for this season.

Mr. Clapp thanked the 5 outgoing trustees for their service.

Mark L Walton 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”); seconded by Mr S Soule and **carried** without opposition.

The meeting was adjourned at 11:27 a.m.

Respectfully submitted,
Julie Walton, Secretary