

**DRAFT**  
CONGREGATIONAL SUMMER ASSEMBLY  
**ANNUAL MEETING**  
Date: July 27, 2019  
ASSEMBLY BUILDING

**Call to Order:** President Perry called the meeting to order at 9:40 a.m. and Mr. Reisner opened in prayer. A quorum was present, and 3 proxies were filed with the Secretary in advance of the meeting. Attendance: 118 signed-in as members and 53 signed-in as Associate Members. There were 60 yellow cards and 53 blue cards distributed for voting. Lists may be obtained from the Membership Committee, Linda Kucera Chair and Mary Gosnell, Co-Chair. The adjournment time was set for 11:30 a.m.

**Approval of Minutes:** Carolyn Johnson, on behalf of a committee comprised of Cynn timer Hood, Jane Taylor and herself, announced that they had reviewed the minutes of the Annual Meeting of August 4, 2018 and moved they be approved as written; seconded by Tom Clapp and the motion carried. The President appointed Cynn timer Hood, Carolyn Johnson and Jane Taylor to review the minutes of this meeting.

**President's Report:** (no written report) Ms. Perry introduced Marie Smith, who is supporting the meeting as parliamentarian. President Perry spoke of her love for the CSA; her notes are attached to the minutes of this meeting. She then introduced Laura Millar, who noted Ken Cox's 50 years' continuous employment by the CSA. He was absent from the Annual Meeting for the first time to officiate at his niece's wedding. Ms. Millar asked all attendees to sign a rock from the beach which would be placed on the walkway to the Cox cottage to celebrate.

**Managing Director's Report:** (written report) read by Eric Buzzell.

**Treasurer's Report:** (written report) Mr. Dawley noted the written report provides highlights of the preliminary financials. Revenues and expenses are consistent with expectations. Though the Board had budgeted \$25000 for the legal review of the CSA's 501(c)(4) tax exempt status, the cost was about \$4000 and the CSA got great information from the review. One unexpected event was a \$13,000 expense to replace one of the Assembly's wells. The costs were covered by the waterline reserve fund. The CSA is currently recruiting for an Assistant Treasurer, and job description provided. Insurance and salaries were consistent with budget. He believes the CSA is appropriately transparent for a nonprofit and the IRS 990 and 990t's are available in office for review. Ben Van Dyke asked whether water affected by the well is safe to drink. Not at this time, but Mr. Cox is doing everything he can to clear the system. A full packet of information will be made available to owners of cottages on the waterline.

**Archivist's Report:** (written report) Ms. Cooper expressed her gratitude to intern Max Buzzell who supports Archives and Communications. People are using Pilgrim Place for

research and meetings; please schedule with her. She also would appreciate assistance digitizing old material.

**Women's Association Report:** (written report) Ms. Gaffney, also on behalf of her co-chair Mary Gruman, expressed her thanks to her board, as well as the Arts Fair Committee and supporters. The Arts Fair was very successful, raising \$3,000 from the Cottage Treasures in one hour and \$3,000 from the silent auction. She reported great participation for other events and noted babysitting is available. She also thanked Beth Wolszon for updating the member directory, which is available for sale in the office. An online version should be available soon. Anyone interested in participating in the Women's Association should contact her.

Ms. Perry then welcomed new property owners, Mr. and Ms. Porteus and Mr. and Ms. Bickel.

## FUND REPORTS

**Education "Scholarship" Fund:** (written report) Ms. Knutsen noted the Fund is in its 28<sup>th</sup> year. In 2019, 13 students received a total of \$26,600 in scholarships. Contributions were slightly lower in 2019 than 2018 but \$1,900 was received from an endowment established by the Duttons. Other fundraising included a golf scramble organized by Beth Kloskoski (\$3,000) and profits from Russ Freeburg's book sales in Michigan. She thanked Bruce Campbell and Bruce Johnson who were stepping down after 10 years and noted Rather Stanton and Jen Daly were joining the Fund board. She then read a thank you note from a scholarship recipient who was the first in her family to attend college.

**Pilgrim Fund:** (written report) Mr. Harbeson reported that the Fund was growing sufficiently to hire a CPA as agent and also Fund personnel changes with David Pray stepping down.

**Preservation Fund:** (written report) Mr. Lauerman reported the Fund will distribute \$35,000 to the CSA. Over 10 years the Fund has grown from \$200,000 to \$585,000. Questions were asked about use of the Fund, including whether operations should be subsidized. The Fund has been saved for emergencies, but 3 years ago it was determined that \$500,000, to be adjusted for inflation, was the appropriate amount to maintain. Since investment income has exceeded inflation, the Board has voted to move \$35,000 to a Strategic Investment Account. Recommendations for use of those funds will come from a Strategic Investment subcommittee of the Budget Committee, to support long term investment in the CSA. Mr. Dawley expressed the hope the Fund will continue to grow.

Ms. Perry reminded attendees of the important work done by the committees; ideas start there, work is done, which are then brought to the Board and this meeting.

## COMMITTEE REPORTS

**Arts Committee:** (written report) Jane Taylor began this Committee with Liz Gottlieb. The mission is to bring more varied arts program to the CSA, distinct from art workshops that the Women's Association funds. They would like to bring together people with common interests such as knitting and music. She introduced her committee members and asked people to bring forward ideas.

**Budget Committee:** (written report) Ms. Rollinson noted her Committee is responsible for presenting the following year's annual budget at the Board winter meeting. While the CSA is doing fine on the budget, ticket increases have not gone up significantly while salary and maintenance expenses have. Her Committee brought forward a proposal to the Board for replenishing the waterline reserve fund, which had been approved. Ms. Perry then discussed the status of the waterline repair work being led by Ken Cox and Joel Buzzell. All affected homeowners will receive detailed information on the status of the repair and funding plan.

**Buildings and Grounds:** (written report) Mr. Joel Buzzell reported that the Committee has been busy with weekly meetings and invited all to join. He reviewed several matters that the Committee had presented to the Board the previous day. First, Building and Grounds put forward a motion to move Clinton Ave. to its proper platted location; erosion is big factor and the Committee has been working on this issue for a while. Second, the Board approved a motion to allow Finney Avenue development; in the future the members will be asked to consider and vote on a request of a property owner to cross 55 feet of common property, access off Edwards. The third item is pressing and pertains to a request from Wildewood for access across the Michigan dunes for equipment access to enable them to install a seawall due to significant dune erosion. He read a resolution which had been approved by the Board:

BOT expresses sympathy and support for residents of Wildewood and Golf Lane and we are committed to getting appropriate documentation to members to enable them to consider a request for permission to cross the Michigan dunes in connection with the erosion mitigation, with the understanding that the residents making the request will restore the dune and will bear the associated costs.

He then introduced Dennis Nahnsen of Wildewood, who made a presentation (a copy of which is filed with the minutes of this meeting) about the history of Lake Michigan water levels, CSA's prior dune access consent granted to Wildewood in 1986, and the state of the dune erosion at Wildewood. Wildewood is in the process of getting bids and ideas from contractors and consultants. Nine of 11 affected Wildewood owners have agreed to share the costs; the other two are in discussions. Any contractor would also restore the CSA dune to the best of their ability. If the equipment can come through the CSA, the cost would be about \$400 – 800/foot for each owner. If the materials need

to come by barge, costs would likely be about \$3,000 to 5,000 per foot, which would be prohibitive. He also discussed various means of seawall construction. Extensive discussion followed about the potential impact of the seawall on CSA property, the shifting nature of dunes and the variability of currents on Lake Michigan, the need for legal and environmental due diligence by the CSA. Ms. Perry thanked Mr. Buzzell and Mr. Nahnsen for their presentation and reminded the attendees that the members are not being asked to vote on the issue at this time, but the Board and Committee are continuing to work on this. Mr. Nahnsen noted he had asked one of the contractors about potential costs should CSA decide to install its own seawall, and the estimate was about \$250,000. Erin Jones asked whether the \$200,000 estimated Wildewood cost was per cottage, and whether work would be done in the offseason. Mr. Nahnsen said yes and hopefully, respectively, in response. Susan Baker asked whether Wildewood has their own access, and the answer was “not at this time”. Edmund Frost noted that Wildewood is part of our community and we must respond in a spirit of collaboration. However, he noted it will be important to have good project management and transparency around information to be provided on this issue and an essential question to be answered will be the difference in the cost of barging and the cost to repair the CSA dune. Fred Edmonds asked whether there have been studies on the impacts of seawalls on neighboring owners, and Eric Buzzell noted the variability of different shore situations and his own experience with losing ground and gaining ground over different years. Ms. Perry asked all interested members to send questions to Joel Buzzell in writing, Mr. Joel Buzzell indicated the next meeting would be the following Friday at 9:30. Casey Kuhn asked for a contact for CSA owners on the Michigan shore. Mr. Nahnsen offered to stay after the meeting for further questions.

**Bylaws:** (written report) Mr. Gosnell noted the Committee was asked for its opinion whether member vote required for property owner access over common property (yes) and for the Wildewood access issue just discussed (yes). On the Wildewood dune issue, he agrees with what Mr. Frost had said, and that in 1986 his cottage was affected. The vote in favor of access in 1986 was 125 yes, 2 no. Next, Mr. Gosnell and Ms. Perry reminded attendees that the following items for vote were submitted to the membership with unanimous approval of the Bylaws Committee and the Board. As such, he would move approval and no second required. He explained that the first two items to vote on, by Members and Associate Members, were to clarify obsolete language in the bylaws. When the prior bylaw amendments were done, the concept of “family unit” was changed. However, in two sections of the bylaws that language was not removed. Thus, the first two proposed amendments do not have any impact on CSA operations.

Mr. Gosnell then moved approval of the first proposed bylaw amendment to Section III C which updated the definition of who can be eligible for the Board (and removing the concept of “family unit”). Vote carried unanimously.

Mr. Gosnell then moved approval of the second proposed bylaw amendment which is similar to the first amendment but amends Section IV F, which pertains to the Executive Committee of the Board. Vote carried unanimously.

Next, Mr. Gosnell discussed the third proposed bylaw amendment to modify Section III C. This amendment arises at the request of the Nominations and Membership Committees. Currently, Associate Members may fill up to 5, or 1/3 of the seats on the Board. The Nominations Committee has had difficulties in recruiting enough members, who currently must hold 10 seats on the Board. The purpose of the amendment is to allow up to 6 Board members to be Associate Members, shifting the total possible percentage from 1/3 to 2/5.

Ms. Perry opened the floor for questions. Tom Clapp indicated his opposition to the amendment. He noted while he doesn't have present concern with the Board, the amendment does not take into account the potential for a quorum to have more Associate Members than Members. He believes over the past 50 years authority has been taken away from the property owners. Millie Vasan, an associate member, agreed with Mr. Clapp. Susan Baker asked whether this vote is in conflict with the votes just taken. Mr. Gosnell indicated they are separate issues; the first was just to clarify wording but this proposal would be a change. Christine Baker voiced her concerns and stated she had not been able to get information on the changes. Jennifer Baity spoke in favor of the amendment, noting that the proposal is due to an insufficient number of qualified members who are willing to serve on the Board. Larry Iles also spoke in favor of the amendment, noting that if the amendment passes, the Board can work to make the annual incoming class of trustees in the correct proportion of associate members to members. This year 4 of the 5 incoming trustee class are members. Bill Reid stated that he is an Associate Member who has the complete interests of the Assembly at heart, as would a member. Past president Rick Rodes asked whether the Board had approved this proposed amendment. Ms. Perry stated the Bylaws Committee and the Board had unanimously approved putting this amendment to member vote. Mr. Marble also spoke in favor of the amendment, reminding attendees that the number of Associate Members on the Board is a maximum, not a prescribed number. Ms. Perry called for a vote shown by colored cards, which were counted by Eric Buzzell and Gary Dawley. The yes vote was 45, no was 5. The amendment passed.

**Calendar:** (no written report) Ms. Schopp reported on upcoming activities and the next meeting. She asked that 2020 dates be given to her or Ken Cox as soon as possible.

**Citation Committee:** (photo report) Cynn timer and Carl Hood received the citation award.

**Communications:** (written report) Ms. Freeburg thanked Max Buzzell, the intern who is creating video content for the CSA which can be seen on Facebook and YouTube. She announced the new hashtag; #csalakelife. She discussed the most popular summer postings and thanked the Young Assembly Adults for path clearing. She also asked for volunteers who have experience with jula (website).

**Construction Review:** (written report) Mr. Kucera referred to the written report; the Committee is in process of reviewing policies and procedures for construction on grounds and the new committee members are still reviewing proposed updates. Mr. Kucera can provide copies to anyone who requests. This year the Committee had no requests for construction support.

**Crystal View:** (no written report) Mr. Buzzell is very happy the Krafts have returned as managers and appreciates the Adirondack chairs now at the Crystal View.

**Ecology:** (written report): Ms. Campbell described work the Ecology and Forest Care Committees are doing to educate about invasives and ash and beech tree diseases. She next described a pilot project in which 33 packets were mailed to the Standish Road owners providing information about invasives and beech and ash tree diseases. She also discussed two additional invasive species, blue woodgrass and honeysuckle. She and Ms. Nerbonne asked attendees to complete a form granting permission for the CSA to come onto their property during the off season to catalogue and remove (without chemicals) invasive weeds and monitor beech and ash tree concerns. Ms. Campbell discussed ongoing programs and activities.

Mr. Harbeson moved, and Mr. Iles seconded a 15-minute extension to 11:45 a.m. Motion carried.

**Forest Care:** (written report) Ms. Nerbonne reported that the Forest Care Committee is thrilled to be partnering with the Ecology Committee. She described a study begun two years ago on beech bark disease with two foresters. There is reason to be optimistic about the results of one forester in particular; more information will be known in two years. She reminded attendees that vulnerable beech trees can exceed 100 feet in height, and if they fall, they can damage people, property and the forest itself. She also discussed the need to retain topsoil on property; the extreme rains are causing topsoil to erode, leaving sand behind as the ground. The Committee will be meeting to develop a proposal to begin reforestation of the forest.

**Human Resources:** (written report)

**IT ad hoc:** (no written report) Ms. Perry stated this Committee is looking for new help and asked that anyone interested please contact the Board.

**Legal:** (written report) Mr. Molloy briefly described the legal review of the CSA's 501(c)(4) tax exempt status as a "social welfare organization". The CSA retained a nationally recognized legal specialist, Bruce Hopkins, to conduct the review. The Legal Committee provided Mr. Hopkins with formation documents, the mission statement, recent IRS 990Ts, past IRS audits, communications including policies, procedures, bylaws, and the Construction Rules. Mr. Hopkins advised the CSA must be primarily

engaged in promoting the social welfare of the community (the members and associate members) in some way, but not the outside community. The CSA must never function as a “homeowners’ association”. He advised that the Board can feel comfortable relying on the 2001 IRS satisfactory audit.

**Membership:** (written report) Ms. Kucera reminded attendees to advise the office if property ownership has changed so the CSA knows who is on the deed.

**Nominations:** (written report) Mr. Buntain assumed leadership of this Committee after the loss of Liz Gottlieb. He is noted that his committee acts confidentially but invited interested members to attend. He asked that any potential nominees be identified in writing to the Committee. He is pleased to present Molly Bazzani, Bill Barnes, David Belknap, Heidi McCaulley and Jane Taylor for the slate of trustees for 2020-2023. Mr. Buntain moved approval of the slate on behalf of the Committee. Ms. Perry noted that no second was required due to unanimous recommendation by the Committee and Board. She said the proposed slate has been attending Board meetings this year and is well prepared to serve. Ms. Perry called for the vote, and the motion to approve the slate was unanimously carried.

Jane Cooper moved, and Jen Daly seconded extending the meeting 15 minutes until 12 pm. Motion carried.

**Spiritual Life:** (written report) Mr. Reisner reported on upcoming meetings and events.

**Tennis:** (written report) Mr. Marble referred to his written report and thanked his strong committee and excellent CSA tennis staff.

**Waterfront:** (written report) Mr. Cooper referred to the written report and statistics provided. He thanked Jen Potter who stepped down from the Committee and thanked the Lake Michigan playground group. A round of applause followed when he noted the absence of swimmers’ itch, even with strong attendance at swimming. The number of boats without stickers is increasing, so “boat jail” may return. Jane Perrino has been working on possible signage on invasives in the Lake. Ms. Perry then read the following motion which had been unanimously approved by the Board:

**Boats utilizing any type of independent mooring or hoist apparatus are permitted on the CSA waterfront as long as they are attached to one of the shallowest CSA mooring buoys in compliance with CSA practice, and deploy their independent apparatus in a manner and location to limit impact on other moored boats. All relevant rules and fees will apply.**

**The shallowest moorings in the motorboat area will be reserved for CSA mooring renters who experience mobility challenges, at the discretion of the Managing Director.**

**Youth:** (no written report) Ms. Frost noted she is in the process of reenergizing the Committee; several meetings are coming up and youth participation is welcome. She asked for nominations for the Youth Citizenship award.

Ms. Griffin moved and Mr. Dawley seconded approval of all reports. Motion carried.

Ms. Perry then thanked the Trustees who are leaving the Board.

Mike Perry 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"); Tom Clapp seconded and carried without opposition.

Jane Cooper led a standing ovation for Ms. Perry and her service as Board president.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,  
Jennifer Meeker, Secretary