



Congregational Summer Assembly Annual Meeting

DATE: July 31, 2021, 9:30 am EDT

LOCATION: CSA Assembly Building

The Congregational Summer Assembly

2128 Pilgrim Hwy
Frankfort, MI 49635
231-352-4751

President

Holly Freeburg*

Vice President

Beth Wolszon*

Secretary

Jennifer Meeker*

Treasurer

Gary Dawley*

Women's Association

Representatives

Nancy Gaffney/Ann Whelpton

Board of Trustees

2018-2021

Carol Edmonds
Jim Gosnell
Jeff Peoples
Shannon Wise*
Beth Wolszon*

2019-2022

Bill Barnes
Molly Bazzani*
David Belknap*
Heidi McCaulley
Jane Taylor

2020-2023

Ed Allred
Alfie Bingham
Brook Cunningham*
Diane Tracy*
Crissie Vitale

Managing Director

Kenneth Cox

*Executive Committee

AGENDA

- I. Call to Order at 9:30 a.m. EDT
- II. Opening Prayer – Jim Reisner
- III. Set Adjournment Time for 12:00 p.m., Adjust Agenda
- IV. **Approval of Minutes of August 1, 2020, September 26, 2020, January 9, 2021, and February 20, 2021**
- V. Leadership Reports and Voting Matters
 - a. President's Report – oral report
 - b. Managing Director's Report – written report
 - c. **Legal – written report – Restated Articles Vote**
 - d. **Bylaws – written report – Bylaws Votes**
 - e. Treasurer's Report – written report
 - f. Preservation Fund – written report
 - g. Budget- written report
 - h. Women's Association Report – written report
 - i. **Nominations – written report – New Trustee Slate Vote**
- VI. Fund Reports
 - a. Education Fund – written report
 - b. Pilgrim Fund – written report
- VII. Committee Reports
 - a. Archives Report – written report
 - b. Arts – written report
 - c. Buildings and Grounds – no report
 - d. Calendar – no report
 - e. Citations – no report
 - f. Communications – written report
 - g. Construction Review – no report
 - h. Crystal View – written report
 - i. Ecology – written report
 - j. Human Resources – written report
 - k. Membership – written report
 - l. Spiritual Life – written report
 - m. Tennis – written report
 - n. Waterfront – written report
 - o. Youth – no report
 - p. Ad hoc Dune, Bluff and Beach – written report
- VIII. New Business and **Enabling Resolution**
- IX. **Adjournment**

Bold – member vote needed

DRAFT
CONGREGATIONAL SUMMER ASSEMBLY
ANNUAL MEETING
Date: August 1, 2020
Virtual Meeting via Zoom

Call to Order: President Freeburg called the meeting to order at 9:43 a.m. EDT and Ms. Wise opened in prayer. A quorum was present, and 1 proxy was filed with the Secretary in advance of the meeting. Attendance: 66 signed-in as Members and 44 signed-in as Associate Members or permitted Privilege Ticket Holders. Lists may be obtained from the Membership Committee, Linda Kucera, Chair. The adjournment time was set for 12:30 p.m. EDT.

Approval of Minutes: Jane Cooper, on behalf of a committee comprised of CynnTimer Hood, Carolyn Johnson and herself, announced that they had reviewed the minutes of the Annual Meeting of July 27, 2019 and moved they be approved as distributed; seconded by Beth Wolszon; motion **APPROVED**. The President appointed Barbara Patterson, Barbara Perry and Jane Cooper to review the minutes of this meeting.

President's Report: No written report. Ms. Freeburg noted this pandemic required us to do things differently this year. She expressed love of family and the CSA, described the process for the meeting and noted compliance with the CSA Bylaws and Michigan Non-Profit Corporation Act. Finally, she expressed her gratitude to the community for ongoing generous financial support. Her remarks are filed with these minutes.

Managing Director's Report: Written report. Mr. Cox also thanked the community for their generosity. The new Office Manager, Elaine Walton, is doing an excellent job. Mr. Cox noted the security light at the firepit is working as intended, resulting in quiet after 11 p.m. He described several projects underway. Mr. Cox expressed gratitude for the volunteer assistance, particularly from the Waltons. Mark Walton will be taking over from Jay Burt on the waterfront. He noted his appreciation for Alan Marble's assistance with monitoring beach use and on signage. Mr. Cox is working to effectively apply the pandemic shut down limitations.

Treasurer's Report: Written report. Mr. Dawley reviewed the CSA financials summarized on pages 14 and 15 of the meeting packet. Income is \$215,000 compared to \$83,000 budgeted. He expressed gratitude that many members have continued to pay despite the CSA's closure. Year-to-date expenses are about where expected, \$137,000 actual v. \$133,000 budgeted. Tree removal accounts for most of the increase. He noted that the financial condition is stable and, at this time, he does not anticipate needing the authorized Preservation Funds. Without those funds, he anticipates the CSA will end the 2021 fiscal year with approximately \$24,000 even if the CSA had to be closed for that summer.

Archivist's Report: Written report.

Women's Association Report: Written report. Ms. Gaffney thanked Janet Dertz for co-chairing this summer. She then reported on upcoming events, including a presentation by Phil Deloria, a professor of Native American history at Harvard. She noted funding support from the Women's Association for new rafts, the Crystal View handicapped ramp, and the ecology intern. Leadership succession planning is underway. She encouraged all women to become involved.

Ms. Gaffney then thanked the many women who helped make the Women's Association successful.

FUND REPORTS

Education "Scholarship" Fund: Written report.

Pilgrim Fund: Written report.

Preservation Fund: Written report.

Ms. Freeburg noted all Funds have submitted written reports and asked for questions. There were none.

COMMITTEE REPORTS

Arts Committee: Written report. Ms. Taylor reminded the attendees about the upcoming virtual stunt night and described very successful virtual book reads, writing and art workshops this summer.

Budget Committee: Written report. Ms. Rollinson noted that last fall the Budget Committee had offered fixed fee options, which the Board declined at that time. A sub-committee has been formed to consider a fixed fee approach to our dues. Such an approach could allow the CSA to better cover its fixed costs. Her committee has been asked to revisit and to perform additional modeling given the improved insight into the impact of CSA's fixed costs in this pandemic summer. The findings of the sub-committee will be presented at the November Board meeting. Ms. Rollinson also expressed gratitude to those at the CSA and those who are not this summer for continuing to contribute financially.

Buildings and Grounds: Written report.

Bylaws: No report.

Calendar: No report. Ms. Schopp asked that 2021 events be reported to her or Mr. Cox.

Citation Committee: No report. The 2020 citation will be awarded in 2021.

Communications: (written report) Ms. Congbalay described two special projects. First, a form on the spiritual life page had been developed to replace the gray notebook in the office (which is closed this year due to the pandemic) to record births and deaths. Next, whether the name "privilege ticket" should be changed, which Ms. Wolszon would discuss later in the meeting.

Construction Review: Written report.

Crystal View: Written report.

Ecology: Written report. Ms. Campbell described joint meetings with the Forest Care Committee. Lucas Nerbonne has been very helpful supporting the Standish pilot program. She

described ongoing initiatives, including eradicating invasives such as garlic mustard and woody bluegrass on CSA grounds. She thanked Lucas for his excellent help.

Forest Care: Written report. Ms. Nerbonne noted work with Ecology and others to monitor beech and ash tree treatment, which is going well. She described a new tree disease affecting the hemlock forest, Woolly Adelgid. Lucas Nerbonne has been mapping these trees, some of which are 200 years or older. She asked that property owners trim hemlocks near the roads as the disease is spread by cars and trucks. Lucas has scored treated beech trees and many of them are doing well. Her committee is working to coordinate forest work with Buildings and Grounds and Ecology Committees.

Human Resources: Written report.

Legal: Written report.

Membership: Written report. Ms. Freeburg stated that the list of attendees is available immediately after this meeting.

Nominations: Written report. Ms. Freeburg noted that in the notices of this meeting, Trustee nominations from the floor had been requested due to the meeting format; none had been received. Mr. Buntain referred to the Committee's written report. This is an unusual year because one board member resigned in 2019. Mr. Gosnell had been elected by the Executive Committee to serve the remainder of that year, and now Mr. Gosnell will stand for election to the final year of the term. He was pleased to present Ed Allred, Alfie Bingham, Brook Hammond Cunningham, Diane Robertson Tracy and Crissie Fuller Vitale for the slate of trustees for 2020-2023. All nominee biographies had been included in the packet for this meeting. Mr. Buntain moved approval of the 2020-2023 slate on behalf of the Nominations Committee. Ms. Freeburg noted that no second was required due to unanimous recommendation by the Committee and Board. Ms. Freeburg called for the vote, and the slate was **APPROVED**. Mr. Buntain next moved approval of Mr. Gosnell to serve out final year of seat of former member who resigned. **APPROVED**. Mr. Buntain invited attendees to reach out with questions or comments,

Spiritual Life: Written report.

Tennis: Written report.

Waterfront: Written report. Mr. Cooper, along with co-chair Ann Murphy-Burroughs, paid a moving tribute to Dave Robertson, who led waterfront for over 30 years. His remarks are filed with the minutes of this meeting. He then noted the beach rake is available for use, reminded attendees the small boat storage area is not for swimming, and swimmer's itch is minimal this year.

Youth: No report.

All written reports are filed with the minutes of this meeting. Beth Wolszon moved and Beth Congbalay seconded approval of all reports. **APPROVED**.

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

NEW BUSINESS

Rental Policy Update: Ms. Perry then joined the video portion of the meeting. She discussed letters drafted for owners and renters at CSA, Wildewood and Golf Lane regarding renter obligations, which had been included in the packet for this meeting. She emphasized that nothing new is being proposed; the purpose is to make it easier for owners and renters to understand rules. Specifically, rentals cannot be shorter than one week and renters must purchase a ticket and observe all CSA rules. In addition, renters outside the CSA, Wildewood and Golf Lane are not eligible to purchase tickets nor use the beaches and tennis courts unless the renters are members, Associate Members or privilege ticket holders in their own right. She noted that owners will be responsible for payment of renter's tickets if not purchased by the renter. Finally, owners must designate a local contact for renters. This will be implemented early next summer.

Credit Card Fees: Ms. Freeburg noted the Board had decided at the prior November meeting to charge credit card fees, as is typical for non-profits. The CSA pays \$5,000 per year in credit card fees. The fee wasn't implemented this summer due to the pandemic and voluntary contributions made by the community. New equipment has been purchased which will track the fee amount and signage will be at the front desk next summer. Fees can still be paid by check or cash.

"Privilege Ticket" Name: Ms. Wolszon presented the results of the survey which had been conducted to learn the community's sense whether the name "privilege ticket" should be changed; the survey received a strong statistical response in favor of the change. This is a question the CSA has asked itself in the past. Of the 481 people who participated, 80% agreed to change to "Assembly ticket". This indicates very strong support for name change. Yesterday, the Board voted unanimously to recommend the name change to the CSA community. A procedurally proper vote will be arranged; if passed, the name will be updated everywhere. Ms. Wolszon thanked everyone who participated in the survey. Her presentation is attached to the minutes of this meeting.

Ms. Freeburg reminded attendees that they could participate with question or comments, with video or without.

Save our Dunes: Ms. Freeburg then led a discussion about the state of the Michigan dunes. She referred to the materials which had been published in advance of the meeting which showed the degradation of the dunes. She reported that the Board had voted to take several actions, specifically to post appropriate signage at the dunes, to create a marked path to limit access to the Michigan beach, and to form an ad hoc committee of current and former Trustees to determine a scope of work and obtain professional advice regarding safety and mitigating damage to the dunes. She noted that limited access will be allowed so long as the dunes and beach do not become dangerous. If the environment becomes too dangerous, the dunes will be closed to access. She asked parents to keep children from jumping off the dunes or leaving the path. Questions were asked about the location of the path, timing of the professional advice (response: work beginning immediately with a report before the November board meeting). Discussion followed about the trade-off between protecting the dunes with allowing the community to enjoy the Michigan beach experience. Ms. Freeburg identified the members of

the ad hoc committee, who welcome input: Mr. Belknap, chair; Mr. Gosnell; Ms. Frost; Mr. Marble; Ms. Edmonds and Mr. Peoples. Their contact information will be published.

Ms. Freeburg then asked whether there was any additional business. There was none.

Ms. Wolszon stated that in the middle of this unimaginable human crisis, she is so grateful that the CSA's financial needs can be addressed through the generosity of the community and for the foresight of the founders of the Preservation Fund. She also expressed thanks to Ms. Freeburg for her countless hours of hard work and leadership during these difficult times.

Enabling Act: Ms. Julie 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"); Beth Congbalay seconded; motion **APPROVED**.

Beth Wolszon then moved to adjourn the meeting; Beth Congbalay seconded; motion **APPROVED**.

The meeting was adjourned at 11:15 a.m. EDT

Respectfully submitted,

Jennifer Meeker, Secretary

President's Report CSA 2020 Annual Meeting:

Good morning everyone. Like so many other aspects of our lives, the pandemic requires us to do things differently this year. I am sure none of us could ever have imagined conducting our annual meeting over the internet on a Zoom webinar. I know I sure didn't and I never thought I would be presiding over the annual meeting from my home in North Carolina, but I am. I hope you and your families are all safe and healthy.

Given that this is our annual meeting, I want to assure you that despite the oddity of our having to do it this way, we are in compliance with our bylaws and the MI Non-Profit Corporation Act. The bylaws say the Annual Meeting shall be held in the month of July or August at such time and place as may be designated by the Board of Trustees. Virtual meetings are not prohibited by the bylaws or articles of incorporation and the Michigan statute permits meetings to be held by remote communications. So, just to be clear, we will be conducting this meeting in accordance with the bylaws and Michigan law.

Let me spend a minute to explain how this will work. All attendees have an opportunity to participate in the meeting to ask questions or make a comment. The way you do it is by submitting a request to speak using the Q&A feature on your Zoom toolbar. When you are called on, you will drop out briefly and then rejoin with audio and video so don't be startled. Please stay on topic. At the end of the meeting we will open up the floor for topics not previously discussed or new business.

If we are all patient, and keep in mind that not all of us are experts at this new technology, I have no doubt that we can have an informative and productive annual meeting. I thank you in advance for your patience and understanding – it is the CSA way.

I would like to thank the annual meeting planning committee: Ed Allred, Jen Meeker, Molly Bazzani, Beth Congbalay, Marie Smith, Linda Kucera, Jane Cooper and Martha Reisner for helping to set up and technically support this meeting.

My biggest thanks, however, goes to all of you, for stepping up and financially supporting the CSA during this strange time. We are so grateful for your generosity and I'm actually looking forward to Gary Dawley's Treasurer's report.

Save our dunes decisions from Board of Trustees Meeting, July 31, 2020 announced at Annual Meeting:

1. As you can see from the pictures provided in the meeting materials our dunes have taken quite a beating. The Board decided to protect the dunes by posting signs and putting up a fence to close off the dunes with the exception of a single path to access the beach.

The Trustees felt it was important to the CSA community to have a way to still experience the beach when it's accessible. As long as it is not dangerous. If the

weather causes the dunes to erode to the point of being dangerous to access, we will close it entirely for everyone's safety. So, parents especially please keep your children off the bluffs.

2. After a lengthy Board discussion, I am forming an ad hoc committee to solicit expert advice on what, if anything, we should do to prevent further damage to our Lake MI common property. It will be called the CSA Lake MI Dunes, Bluff and Beach Ad Hoc Committee. The members of the committee are David Belknap, Carol Edmonds, Alan Marble, Lurette Frost, Jeff Peoples and Jim Gosnell.

In a communication recapping the highlights of this meeting, you will receive information on how to contact the ad hoc committee. Until this committee reports back to the Board no further action except the signs and fence is being taken.

DRAFT
CONGREGATIONAL SUMMER ASSEMBLY
SPECIAL MEETING

Date: September 26, 2020
Virtual Meeting via Zoom

Call to Order: President Freeburg called the meeting to order at 9:35 a.m. EDT and noted the meeting would be recorded for purposes of drafting accurate minutes. Mr. Reisner opened in prayer. Ms. Freeburg then introduced Ms. Smith, parliamentarian, Ms. Wolszon, Vice President, Ms. Meeker, Secretary, Ms. Reisner and Mr. Allred, technical support, as the panelists who were supporting the meeting. She set the adjournment time for 11:30 a.m. EDT. She noted one addition to the agenda regarding the operetta. A quorum was present, and no proxies were filed with the Secretary in advance of the meeting. Ms. Freeburg announced that, in accordance with the Michigan Non-Profit Corporations Act, a list of all eligible voters had been published via the Zoom chat function, and for privacy reasons the list of addresses of eligible voters is available from the Secretary. She then appointed the reader committee from the 2020 Annual Meeting, Barbara Patterson, Barbara Perry and Jane Cooper, to review the minutes of this meeting. She welcomed Michele Swanson, a new member who bought a cottage within the past week.

“Privilege Ticket” Proposed Name Change: Ms. Wolszon then reviewed a presentation which had been previously presented at the 2020 Annual Meeting and was provided in advance of this meeting. She discussed the survey which had been held over the past summer, and the overwhelming support of the community to change the name “Privilege Ticket” to “Assembly Ticket” going forward. Ms. Wolszon then moved: **On behalf of the Communications Committee and Board of Trustees that the name “Privilege Ticket” be changed to “Assembly Ticket” and, once approved, the Board be authorized to take action to effectuate that change.**

Motion seconded by Ann Murphy Burroughs. Ms. Freeburg asked for further questions and there were none. Ms. Freeburg asked attendees to vote on the motion, and the motion was **APPROVED** with a vote of 112 yea, 1 nay, 1 abstain.

Celebration of Life: Mr. Reisner then led the Celebration of Life for births and deaths in the community since the end of the 2019 season. He announced there will be a special Sunday service next summer for the Celebration of Life for 2020 and 2021. A video was played and a copy of the names celebrated is attached as Attachment 1.

Summer 2021 Operetta Schedule: Ms. Freeburg then noted the summer 2021 scheduling plans for the Children’s and Adult Operettas, specifically that the schedule originally planned for 2020 would be followed. Ms. Freeburg asked that questions or comments be directed to Judy Rodes. A video was played featuring the cast of “Beauty and the Beast”, the Adult Operetta for 2021.

Michigan Dunes Update: Ms. Freeburg then asked Mr. Belknap to update the community about the work the Lake Michigan Dunes Bluff and Beach ad hoc committee had been doing. Ms. Freeburg asked that detailed questions or comments be directed to Mr. Belknap directly. Mr. Belknap shared a presentation. He discussed the status of the dunes and beach, the effects of the changing climate, the interest of the CSA property owners north of the CSA beach in installing a metal seawall, and options which could be available to the CSA to protect its dunes, including restricting beach access, installing a seawall, and installing additional dune plantings.

He noted the Army Corps of Engineers may be predicting a slight lowering of Lake Michigan over the next six months and expects we will know more once we receive a proposal from the north CSA properties. Mr. Belknap then answered questions, a list of which and summaries of his response is attached hereto as Attachment 2.

Mr. Tim Potter, owner of the cottage immediately north of the CSA beach, then addressed the community; he noted his appreciation of the Committee's work. The situation is dire with the coming winter storms. The three owners to the north of the CSA beach plan to apply to replace their current wooden seawall which was installed with approval from the CSA in 1986. They will be going over private property to replace the wall and may need access over CSA common property. They intend to install over the winter or spring.

After questions and answers, Ms. Freeburg indicated the Board is waiting for a proposal from the CSA property owners north of the Michigan beach, who are working as fast as they can, and that the Bylaws require 21 days' notice to call another special meeting to discuss. The Board has authorized resources for consultants for this work. Announcements for next ad hoc committee meetings will be by email. Ms. Freeburg asked if people believe the access is too dangerous, to please let her or Mr. Belknap know so it can be closed.

Ms. Freeburg thanked everyone for participating and encouraged everyone to join the CSA email list.

Beth Wolszon then moved to adjourn the meeting; Beth Congbalay seconded; motion **APPROVED**.

The meeting was adjourned at 11:02 a.m. EDT

Respectfully submitted,

Jennifer Meeker, Secretary

Attachment 1
2020 Celebration of Life

Births

Carter Douglas Combe (Fuller, Elliott)
Lucy Savannah Cunningham
Linus Birch Dennison
Tucker Reed Elder (Spitzer, Ohlinger)
Shiloh Forrest Farmer (Boecker, Hughes)
Axton Phoenix Feinberg (Clements, Gottlieb)
Winsome Weekes Furste (Gruman)
Clara Josephine Gruman
Thomas Everett Henry
Macie Elizabeth Kuhn (Miller)
Liam Norton
Isaac Alexander Perrino (Swartzbaugh, Limmer)
(one name not included here at request of the family)
Daphne Dorothy Voegele (Iles)

Deaths

Patsy Smolik Potter Beck
Marjorie H. Butler
Elizabeth (Betsy) Churchill
Hanna Kiep Clements
Richard Cosaro
Bradford Crane
Philip (Flip) Daly
Martha Way Dapogny
James F. Fish
Marc G. Haidle, M.D.
Jack Arlen Hughes
Erik D. Johnson
Charles H. (Chuck) King IV
Frederick Joseph Marker
Robert A. Meyers
Willard Andre (Andy) Mollema
Susan Burrows Kidder Nelson
Barbara Porter Pray
David Haswell Robertson
Carol Barch Taylor
Rosemary Thomas
Anne Park Vogel

Attachment 2
Questions and Answers regarding Michigan Dunes
September 26, 2020
Answers by David Belknap, Chair Michigan Dunes Bluff and Beach Ad Hoc Committee

Given how fast the erosion has changed in the last few years, is there an estimate of losing more of the upper dune?

- At this time, the estimate is approximately 1 foot per year.

Could the CSA Owners north of the CSA Beach access the beach from the same location that Wildwood used?

- No.

Isn't the lake at its geologic high now, i.e., there are about 20-30-year cycles, and aren't we at a high lake level now?

- Yes, we have surpassed the prior high level, but experts expect the cycles to be shorter in the future.

Does the ad hoc committee have a recommendation?

- Not at this time.

Has the Committee reviewed the legal opinions from the 1980's?

- Not at this time.

If we do not put a sea wall in, you are saying the bluff lost a foot a year?

- Geologists say the bluffs recede a foot a year in a normal year, but during high water level, the erosion can go faster.

If there hasn't already been contact, I highly recommend reaching out to Michigan Sea Grant's coastal resilience specialist, Mark Breederland. Regarding seawalls, he may have some relevant and critical information about wave attenuation and the impact that neighboring seawalls can have on un-buffered bluffs.

- If neighbors do seawalls, the CSA could be impacted because of the reflection of the wave energy. Thank you, we will contact him.

Do the neighbors to the north have riparian rights?

- I don't know.

Is the CSA bluff under the auspices of Sleeping Bear restrictions? To my understanding construction in the area has been under significant constraints previously.

- I am not aware if it is.

When will the ad hoc committee be meeting? Will these meetings be open?

- The next meeting is not scheduled but will be open and all are welcome. We will publish the date and time.

What is the recommendation of the committee?

- This meeting was informational, and there is not a recommendation at this time.

What needs to be done to close the pathway?

- There is orange fencing that can be used to close the fencing.

If they are accessing the beach on their own property what say does the CSA have in respect to their decision to rebuild the seawall?

- We will know more when we get their proposal.

if the CSA Michigan access is steep and dangerous, wouldn't it make sense to close it?

- There are many people in the CSA community for whom access to the Michigan beach is an important part of their experience. We will close it if it becomes too dangerous.

Isn't there a debate about ownership of beach area because of high water area belonging to the state? So current seawall would be on state property.

- This is an issue that needs further research.

Given the erosion and continued human-inflicted damage taking place with the current access, shouldn't all access to the beach be closed in the hope we can all do our part to save the future of this treasured resource? The beach is important to ALL of us - it's our responsibility as stewards of this precious area to ensure its best hope for the future. We can all do our part and sacrifice access for a few years.

- If it is dangerous we will close it.

Is there a plan to repair damage to the bluff caused by foot traffic on the open path to Lake Michigan?

- Not at this time.

DRAFT
CONGREGATIONAL SUMMER ASSEMBLY
SPECIAL MEETING

Date: January 9, 2021
Virtual Meeting via Zoom

Call to Order: President Freeburg called the meeting to order at 11:05 a.m. EDT, advised the meeting would be recorded for purposes of drafting accurate minutes and noted a quorum was present. Ms. Wise opened in prayer. Ms. Freeburg then introduced the panelists for the meeting: Ms. Wolszon, Vice President; Ms. Meeker, Secretary; Ms. Smith, parliamentarian; Ms. Congbalay, Chair of Communications Committee and moderator; Ms. Murphy Burroughs and Ms. Carrella, Co-Chairs, Membership Committee; Ms. Cunningham, Trustee; Mr. Belknap, Trustee and Chair of the ad hoc Lake Michigan Dunes, Bluff and Beach Committee (“DBB Committee”); and Mr. Gillett, representative of the Property Owners seeking approval to build a seawall on CSA common property (“Owners”). She set the adjournment time for 1:05 p.m. EDT. Five proxies were filed with the Secretary in advance of the meeting. She appointed Barbara Patterson, Barbara Perry and Jane Cooper as the reader committee to review the minutes of this meeting. Ms. Freeburg announced that, in accordance with the Michigan Non-Profit Corporations Act, a list of all eligible voters had been published via the Zoom chat function, and for privacy reasons the list of addresses of eligible voters was available from the Secretary. Ms. Freeburg noted if there are inaccuracies in the Member list, to provide correct information to the CSA office; it is the responsibility of CSA property owners to advise the office when property changes hands.

Ms. Freeburg then noted the pandemic has required the CSA to do things differently and thanked the participants for staying engaged with CSA business. She stated purpose of the meeting was to vote on the Owners’ seawall proposal, a Member decision because the seawall will be built on CSA common property. All Members have the right to bring forth proposals to the Board, which can act or not act on such proposals. The Board determined this proposal was important to bring to the Members. The Board did not vote to approve the seawall but agreed to put forth a motion to let the Members decide. The weather, high lake levels and strong winds have dealt the CSA Lake Michigan dune and beach a severe blow and access is currently unsafe. Board priorities are preserving the CSA beach and dune from erosion and finding temporary and long-term solutions for pedestrian access to the beach. As stewards of the CSA and in the spirit of being good neighbors, the Board is working with the Owners to find mutually beneficial solutions. She then introduced Mr. Belknap to provide an update on the work of the DBB Committee, which would be followed by Mr. Gillett explaining the Owners’ proposal. She directed all questions to be typed into the Q and A function, and questions would be answered after the presentations.

Mr. Belknap then provided an update on the work of the DBB Committee. Progress to date included aerial imagery developed, CSA property survey due at the end of January, and a decision next week which engineering firm to retain. He discussed the destruction of the sand dune and damage to the bluff, which cannot be rebuilt as the dunes can. He noted that access to the beach is dangerous, and footsteps cause additional damage to the bluff. The DBB Committee has two objectives: to identify the best location for short-term and long-term access to the beach, and to determine what steps, if any, can help mitigate damage to the bluff until the water level recedes. The engineering report and recommendations are expected near the end of March; further work will then be Member decisions, followed by permitting and construction of approved solutions. He noted the Owners have agreed to maintain their construction access open until the end of September, at no cost to the CSA, to allow the CSA to do any work without creating its own construction access. In addition, the Owners will pay the cost of remediating the damage done by the construction access path. Creating short-term access to the beach for this summer is a priority, including potentially rebuilding the current wooden stairs. He noted that according to experts’ seawalls do create additional erosion, and if the Owners’ proposal to save their cottages is approved, there will be some additional erosion of the CSA bluff.

However, the incremental erosion cannot be quantified without significant expense, and he said there will be a trade-off between protecting cottages and protecting the bluff to an extent. However, the bluff is in danger with or without the seawall. He noted if approval of the Owners' proposal is delayed, their cottages may be lost, like the Miller cottage to the north which is in the process of being demolished due to bluff erosion. He stated that an important part of the engineering review will be a recommendation for where to locate long-term beach access, and the use of the Owner's construction access is a significant benefit to the CSA. He read an email from the Owners indicating willingness to work with the CSA and expressed the hope the CSA would act in a spirit of kindness and fairness to its neighbors.

Mr. Gillett then reviewed the Owners' presentation supporting their request for approval to build the seawall and to cross CSA property on a portion of the construction path. He noted the significant damage to the bluffs in front of the three cottages, and described the permits being obtained from several state and federal agencies, which are expected in mid-March. He described the proposed location and materials to be used for construction and expressed hope construction could be completed prior to the start of the summer 2021 season. He also noted further consideration is being given to construction access, which, depending on where the CSA survey shows the property line, could be built overlapping with CSA property which could then be used as temporary or permanent beach access.

Ms. Freeburg then reviewed the current status of discussions between the Board and the Owners, including the agreed condition that the Owners allow the CSA to use the construction access at no cost to the CSA until the end of September 2021 and pay to remediate the damage caused by the construction path. She then noted a DBB Committee proposal that had been presented to the Board to include in the legal agreement with the Owners that an easement be granted to the CSA as a condition of approval. On behalf of the Board, Ms. Cunningham noted the Board gave serious consideration to the proposal and continues to listen to the CSA community. The Board determined it wasn't prudent to include an easement as condition of approval of the seawall. She stated the Board is fully committed to building access but does not know at this time where the optimal path is; the construction path is only one option for access. It was the Board's judgment it was not appropriate to preemptively demand private property as condition to approve the right to save these cottages. CSA is about the whole of the best interests to care for the community. She noted that if expert studies do recommend use of the construction access, the Owners are committed to working with the CSA. The Board believed this was in the best interest of all parties.

Ms. Freeburg reiterated that today Members were being asked to vote on approval for construction of our neighbors' seawall. She invited questions and comments and stated there would be a vote on the motion. Mr. Belknap then moved:

I move on behalf of the Ad hoc Lake MI Dunes, Bluff, and Beach Committee and Board of Trustees that we permit the Smoliks, Burrows and Gosnells (Owners) to access and construct a steel seawall on the Congregational Summer Assembly's (CSA) Lake Michigan beach common property. A "Yay" vote is conditional upon execution of a legal agreement between the CSA and Owners.

Seconded by Ms. Wolszon. Ms. Freeburg then described the process for the remainder of the meeting and the application of Robert's Rules of Order to the proceedings. She asked that questions be written in the Q and A function of Zoom to be answered in order. If participants wished to speak, their microphones would be turned on with a time limit of 3 minutes.

Discussion followed, including regarding potential construction to mitigate damage to the CSA dune and whether the Owners would pay for such mitigation. Mr. Lorry Spitzer then moved an amendment to the pending motion to be inserted after the words "common property":

provided that if the CSA determines after careful study and deliberation that the access path to be built by the Owners represents the best means of access to the beach by CSA members, the Owners agree to permit such access.

Seconded by Ms. Lurette Frost. Discussion continued on the motion and the amendment. Extensive discussion followed, including about fencing, whether the seawall would affect other properties on the Michigan beach, the urgency of action and loss of the Miller cottage already, impact of Critical Dune regulations, seawall impacts on the dune, the desire by several Members to obtain commitment to the easement as a condition of approval, and whether the Members believed there was sufficient information to vote today. Ms. Freeburg polled Members eligible to vote, and 69% believed there was sufficient information, 31% did not. Ms. Wolszon moved and Mr. Belknap seconded that the meeting time be extended to 2:05 pm. EDT. **APPROVED.**

Further discussion followed, including regarding whether the CSA would build its own seawall and the potential size, likelihood of the dune rebuilding itself in time and covering the seawall, use of boulders as potential means to mitigate erosion, responsibility for paying for mitigation, timing of the engineering recommendation, certain parliamentary questions, and postponing voting until additional information would be available.

In response to a question about how to prevent ineligible voters, Ms. Freeburg indicated any vote count at the time of this meeting would be preliminary, and a final review would be done after the meeting to confirm only one vote per lot was properly cast. In addition, under Michigan law, the CSA Bylaws and meeting custom, the votes would not be confidential. Additional questions of parliamentary procedure were asked and answered.

Mr. Spitzer restated his proposed amendment, which Ms. Freeburg indicated had not had support of the Board.

Ms. Freeburg noted that at 1:50 pm. EDT, there remained 108 questions in the Q and A. Mr. Belknap then withdrew his motion and Ms. Wolszon withdrew her second; with the result that neither the motion nor the proposed amendment would be considered at this time. Ms. Freeburg stated another Special Meeting would be convened on February 20, 2021, which would allow time for the DBB Committee and Owners to continue to develop information which would be helpful for the Members to vote on the seawall proposal, and answer questions remaining in the Q&A. In addition, an Open Forum would be scheduled in advance of that meeting to continue to address questions from the Members.

Beth Wolszon then moved to adjourn the meeting; Mr. Belknap seconded; APPROVED.

The meeting was adjourned at 2:02 p.m. EDT

Respectfully submitted,

Jennifer Meeker
Secretary

DRAFT
CONGREGATIONAL SUMMER ASSEMBLY
SPECIAL MEETING

Date: February 20, 2021
Virtual Meeting via Zoom

Call to Order: President Freeburg called the meeting to order at 11:05 a.m. ET, set the adjournment time for 1:05 p.m. ET, advised the meeting would be recorded for purposes of drafting accurate minutes and noted a quorum was present. Ms. Wise opened in prayer. Ms. Freeburg then introduced the panelists for the meeting: Ms. Wolszon, Vice President; Ms. Meeker, Secretary; Ms. Congbalay, Chair of Communications Committee and moderator; Mr. Belknap, Trustee and Chair of the ad hoc Lake Michigan Dunes, Bluff and Beach Committee (“DBB Committee”); Mr. Ed Allred, Trustee and meeting support; and Mr. Gillett, representative of the Property Owners seeking approval to build a seawall on CSA common property (“Owners”). Ms. Freeburg then introduced Ms. Fashika Willis, a Professional Registered Parliamentarian, who would be called upon to advise on procedural matters during the meeting. Fifteen proxies were filed with the Secretary in advance of the meeting and Ms. Freeburg appointed Barbara Patterson, Barbara Perry and Jane Cooper as the reader committee to review the minutes of this meeting. Under the Bylaws, only property owning Members were eligible to vote, make or second motions or amendments at this meeting. Ms. Freeburg announced that, in accordance with the Michigan Non-Profit Corporations Act, a list of all eligible voters had been published via the Zoom chat function, and for privacy reasons the list of addresses of eligible voters was available from the Secretary. Ms. Freeburg noted if there are inaccuracies in the Member list, to provide correct information to the CSA office; it is the responsibility of CSA property owners to advise the office when property changes hands. Next, Ms. Freeburg stated because we are meeting virtually best practice is to vote electronically using Zoom polling. This precedent has been set for the standing rules as of the September 26, 2020 and January 9, 2021 Special Meetings by unanimous consent. She noted the Zoom polling is the equivalent of a paper ballot. In addition, she reminded attendees that each property has one vote, regardless of the number of lots or owners. If multiple owners of a property vote, only one vote would be counted, unless multiple owners vote differently, in which case no votes for that property would be counted.

Ms. Freeburg stated the purpose of the meeting was to take a vote on the Owners’ request to build a sea wall on CSA common property; the Board was facilitating this request. She acknowledged the emotions surrounding this issue, that the community loves the affected Owners and wants them to save their cottages, while acknowledging concern for the environmental impacts of the sea wall and climate change on the beach and bluff. Ms. Freeburg encouraged everyone to express their opinions and noted that the CSA has a 120-year tradition of open debate. Ms. Freeburg reminded everyone that this is a business meeting for the purpose of making decisions. It is a different tone than the Open Forum which was to inform and advise.

Mr. Belknap then provided a review of the work of the DBB Committee, including an update from the information provided at the Open Forum on February 13, 2021. He summarized the reports of two consulting engineering firms, unanimously recommended to the DBB Committee, that construction access and permanent pedestrian access be developed over the current boardwalk and cutting north just past the edge of the bluff. This is the preferred environmental solution, and he reviewed the disadvantages of the other paths considered. He noted that the Owners hope construction would be complete before summer 2021, but there were no guarantees. Summer pedestrian access will not be available this summer for safety reasons if construction is underway. The recommended path would require widening the current path through the dune. The DBB Committee is still evaluating the best options to mitigate damage to the CSA beach and bluff due to high water and the presence of sea walls, which will have an impact on the CSA beach due to scouring. He noted the engineering firms do not recommend that the CSA construct its own sea wall. EGLE, the Michigan regulators, do not allow backfilling of sea walls. Mr. Belknap indicated the DBB Committee would bring forward additional engineering recommendations, information and proposals to the membership for enhancement, shoreline stabilization and permanent access.

Next, Ms. Wolszon moved, and Mr. Allred seconded:

On behalf of the Board of Trustees, I move that the Members of the Congregational Summer Assembly (CSA), as “Member” is defined in the CSA Bylaws, vote Yay or Nay to permit the Smoliks, Burrows and Gosnells (Owners), at their own expense, to access and construct a steel seawall on the CSA’s Lake Michigan beach common property in or about the same location as the remains of the existing wooden seawall to the west of their properties as shown in Exhibit A. See page 3

It should be noted that the “access” referenced in this motion, which access would include for workers, equipment, machinery and materials, will be on CSA common property via the existing boardwalk path, then curving northward and following the face of the dune, then curving back lakeward to provide a fairly gradual slope (Exhibit B referencing areas 2 and 2A. See page 4.)

In addition, a “Yay” vote is conditional upon execution of a legal agreement between the CSA Board of Trustees and Owners.

Ms. Freeburg then opened the floor for discussion. As at prior meetings, unopposed, each speaker would be time limited to speak or make comments. Time would be limited to two minutes per question or statement to allow everyone to speak.

Ms. Wolszon then addressed the role of the Board in these proceedings: to allow the Owners to make their request to the Membership in an expeditious way to allow them to try to save their cottages, and to represent the interests of the CSA in a prudent manner. The Board does not endorse the proposal, nor take a position on it. She noted the Board has worked very hard to put forward as much information as possible, and today is for dialogue, debate, additional motions or amendments.

Discussion then followed, with moving statements in favor of and opposed to the sea wall proposal. In addition, questions were asked and answered in connection with construction access, potential road damage, permitting, remediation obligations of the Owners, procedural questions about the speaker time limits, whether the CSA should build its own sea wall, likelihood the new sea wall would be buried during times of lower water as has happened in the past, the tone of communications regarding these issues and membership review of the legal agreement.

Mr. Stuart Soule then called the previous question, seconded by Mr. Belknap. Ms. Freeburg facilitated a vote by polling, and each proxy holder voted their proxies. The result including proxy votes was 87 voted Yay, 10 voted Nay, and 3 Abstained. The motion was **APPROVED**.

Ms. Freeburg then displayed the motion previously made by Ms. Wolszon on the screen, and facilitated the vote by polling, with each proxy holder voting their proxies. She announced the preliminary result, which was 96 voted Yay, 7 voted Nay, and 2 Abstained. **APPROVED**. The preliminary vote would be verified by tellers Mr. Allred and Ms. Meeker and the final result published by email. **Note, the final vote, verified by the tellers, was 95 Yay, 7 Nay and 0 Abstained.**

On behalf of the Board, Ms. Freeburg thanked everyone for their time and commitment to the CSA. She noted the Board has begun work on what activities can be conducted safely in the 2021 season, consistent with public health guidelines. The meeting was adjourned at 12:07 p.m. ET

Respectfully submitted,

Jennifer Meeker, Secretary

EXHIBIT A

Survey With New Sea Wall Location Solid Black Line

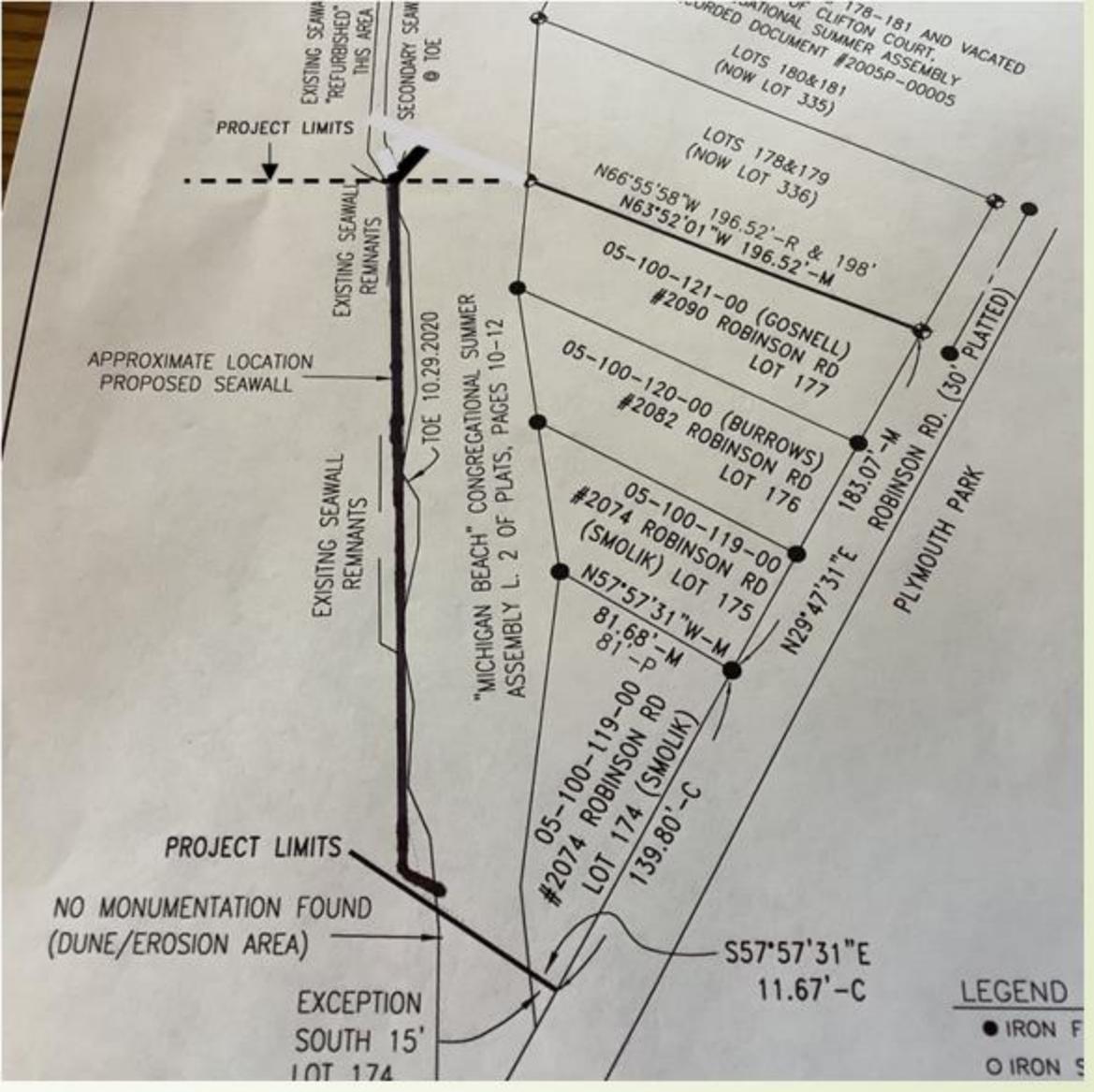


Exhibit B:
Construction Access Path using area 2 and 2a



CONGREGATIONAL SUMMER ASSEMBLY

ANNUAL MEMBER MEETING

July 31, 2021

Managing Director's Report July 2021

We had the largest number ever of CSA staff members in attendance for the opening day staff meeting this summer. All of the activities have gone smoothly so far. With the announcement of my impending retirement people have been even kinder than normal to me.... I'm very thankful for this community.

The Water Carnival on July 4th was very well attended... again probably the largest one that CSA has had. It was a beautiful afternoon on many different levels.

The church services have been successful with the congregation appreciating the sermons and the music from TJ on the piano and the different singers that have helped to lead the worship.

The new office leadership is off to a good start. Having the extra computer in the front office helps with the flow of people who want to register.

The warmer weather is helping the Crystal View to increase their sales. The umbrellas on the picnic tables look festive and provide welcome shade for the diners.

I look forward to having a choir next summer. It's still too early to safely have a singing group of any size on the Meeting House stage.

We are continuing to be careful as the Covid virus mutation called Delta is on the rise.

Date: July Meeting 2021

Committee: Legal

Names of Committee Members: Warren Crowdus; Chris Decker; Peter Ellsworth; Jennifer Meeker; Robert Molloy; Lorry Spitzer; and Elizabeth Weaver

1. Please list significant ISSUES presented to the Board from this committee in the last year (since the last report) (Note: Issues already identified as completed have been removed):

ISSUE	DATE PRESENTED TO BOARD	STATUS
Update the CSA’s Articles of Incorporation and Bylaws to ensure compliance with the Michigan Corporation Act.	November 2019	Warner Norcross and Judd prepared Articles. A motion will be made at the Annual Meeting to approve. Bob Molloy will “attend” a Q&A session. The proposed revised Articles are attached to this report.
The request by the Potters, <u>et al.</u> , (“Lot Owners”) for access to Michigan beach for sea wall construction.	September 2020	Scott Howard, Esq. represents the CSA in the matter. The Committee assisted from time to time as requested.
Assist the CSA with obtaining legal advice pertaining to a tax matter.	September 2020	Bruce Hopkins, Esq, a 501(c)(4) expert who has assisted the CSA before, is assisting with this issue. Not yet finalized.
Legal opinion obtained that Members and Associate Members should be allowed to vote to approve revised Articles of Incorporation	Summer 2021	Warner Norcross and Judd provided opinion based on review of MI Nonprofit Corporations Act and CSA Bylaws

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

Other than finalizing the issues listed above, there are no additional issues on the horizon at this time.

3. Brief synopsis of the committee’s work since last written report:

The Committee met virtually on July 15, 2021 and, in addition to the topics listed above, discussed its structure.

Lorry Spitzer graciously accepted the Committee’s request that he become Chair of the Legal Committee after the Annual Meeting in 2021. Mr. Molloy was thanked for his service as chair and he will continue to be a member of the Committee. Ms. Meeker, who has served on the Committee and as Secretary of the CSA for the past three years, is stepping down from the Committee and she was thanked for all of her many contributions to the CSA both as Secretary and as a member of the Committee.

As a reminder, members of the Legal Committee do not “represent” the CSA in a lawyer-client relationship.

Respectfully submitted,

Robert Molloy, Legal Committee Chair

The Board of Trustees voted at the November 14, 2020 Board meeting to update our Articles of Incorporation, which had not been updated since last filed in 1932. The Articles are foundational corporate documents filed with the State of Michigan and create the corporate existence. Our Bylaws work in conjunction with the Articles of Incorporation to form the legal backbone of the Assembly. **The membership will vote to approve the updated Articles at the 2021 Annual Meeting.**

CSCL/CD-511 (Rev. 10/17)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU																			
Date Received	(FOR BUREAU USE ONLY)																		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name</td> </tr> <tr> <td colspan="3">Warner Norcross + Judd LLP; Attn: John C. Muhs</td> </tr> <tr> <td colspan="3">Address</td> </tr> <tr> <td colspan="3">2000 Town Center, Suite 2700</td> </tr> <tr> <td>City</td> <td>State</td> <td>ZIP Code</td> </tr> <tr> <td>Southfield</td> <td>Michigan</td> <td>48075</td> </tr> </table>		Name			Warner Norcross + Judd LLP; Attn: John C. Muhs			Address			2000 Town Center, Suite 2700			City	State	ZIP Code	Southfield	Michigan	48075
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Southfield	Michigan	48075																	
EFFECTIVE DATE:																			

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 ↶ If left blank, document will be returned to the registered office. ↷

RESTATED ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
 (Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Restated Articles:

1.	The present name of the corporation is:	CONGREGATIONAL SUMMER ASSEMBLY
2.	The identification number assigned by the Bureau is:	800873413
3.	The former names of the corporation are:	N/A
4.	The date of filing the original Articles of Incorporation was:	January 9, 1932

The following Restated Articles of Incorporation supersede the Articles of Incorporation as amended and shall be the Articles of Incorporation for the corporation:

ARTICLE I

The name of the corporation is:	CONGREGATIONAL SUMMER ASSEMBLY
---------------------------------	--------------------------------

ARTICLE II

The purpose or purposes for which the corporation is formed are:
--

(a) to promote the physical, intellectual, moral and religious welfare of the constituency which it seeks to serve;

(b) to sell or lease lots from its real estate to which it has equitable or legal title, and the monies derived by said means, as well as other monies acquired in other ways, shall be applied to the improvement of the real property of the Congregational Summer Assembly grounds as set forth on the Benzie County register of deeds ("Assembly Grounds"), defraying the necessary expenses of the corporation, and otherwise furthering its ends, as the Board of Trustees and the other officers of the corporation shall determine; and

(c) to enter into any kind of activity, to make and perform any contract and to exercise all powers necessary, incidental or convenient to the administration, management, maintenance, repair, replacement and operation of the Assembly Grounds, and with all powers conferred upon nonprofit corporations by the laws of the State of Michigan.

ARTICLE III

1. The corporation is formed upon a Nonstock basis.
(Stock or Nonstock)

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is _____ . If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

ARTICLE III (cont.)

3. a. The corporation is to be financed under the following general plan:

The corporation is primarily financed by membership and other fees.

b. The corporation is formed on a Membership basis.
(Membership or Directorship)

ARTICLE IV

1. The name of the resident agent at the registered office is:
ELAINE WALTON

2. The address of its registered office in Michigan is:
2128 PILGRIM HWY

(Street Address)

FRANKFORT

(City)

, Michigan

49635

(ZIP Code)

3. The mailing address of the registered office in Michigan if different than above:

(Street Address or PO Box)

(City)

, Michigan

(ZIP Code)

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

The term of this corporation shall be perpetual.

ARTICLE VI

When a compromise or arrangement or a plan of reorganization of this corporation is proposed between this corporation and its creditors or any class of them or between this corporation and its members, or any class of them, a court of equity jurisdiction within the state, on application of this corporation or of a creditor, or member of the corporation, or an application of a receiver appointed for the corporation, may order a meeting of the creditors or class of creditors or of the members or class of members to be affected by the proposed compromise or arrangement or reorganization, to be summoned in such manner as the court directs. If a majority in number representing seventy-five percent (75%) in value of the creditors or class of creditors, or of the members or class of members to be affected by the proposed compromise or arrangement or a reorganization, agree to a compromise or arrangement or a reorganization of this corporation as a consequence of the compromise or arrangement, the compromise or arrangement and the organization, if sanctioned by the court to which the application has been made, shall be binding on all the creditors or class of creditors, or on all of the members or class of members and also on this corporation.

ARTICLE VII

Any action required or permitted to be taken at an annual or special meeting of members may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, is signed by members having not less than the minimum number of votes that would be necessary to authorize or take the action at a meeting at which all members entitled to vote thereon were present and voted. Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent shall be given to members who have not consented in writing.

ARTICLE VIII

A contract or other transaction between this corporation and one or more of its trustees or officers, or between this corporation and another corporation, firm or association of any type or kind, in which one or more of this corporation's trustees or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such trustees are present at the meeting of the board or committee thereof which authorizes or approves the contract or transaction, or solely because their votes are counted for such purpose if:

- (a) The contract or other transaction is fair and reasonable to this corporation when it is authorized, approved or ratified; or
- (b) The material facts as to the trustee's or officer's relationship or interest and as to the contract or transaction are disclosed or known to the board or committee, and the board or committee authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director; or
- (c) The material facts as to the trustee's or officer's relationship or interest as to the contract or transaction are disclosed or known to the members, and they authorize, approve or ratify the contract or transaction.

ARTICLE IX

A trustee or officer of the corporation shall not be personally liable to the corporation or its members for monetary damages for any action taken or failure to take any action as a trustee or officer, except liability is not limited for any of the following:

- (a) the amount of a financial benefit received by a trustee or officer to which he or she is not entitled;
- (b) intentional infliction of harm on the corporation, its shareholders, or members;
- (c) a violation of Section 551 of the Michigan Nonprofit Corporation Act, which section relates to the making of an improper dividend or distribution;
- (d) an intentional criminal act; or

(e) a liability imposed under Section 497(a) of the Michigan Nonprofit Corporation Act which refers to costs imposed by a court.

If, after the adoption of this Article, the Michigan Nonprofit Corporation Act is amended to further eliminate or limit the liability of a trustee or officer, then a trustee or officer of the corporation (in addition to the circumstances in which a trustee is not personally liable as set forth in the preceding paragraph) shall, to the fullest extent permitted by the Michigan Nonprofit Corporation Act, not be liable to the corporation or its members, as so amended. No amendment to or alteration, modification, or repeal of this Article shall increase the liability or alleged liability of any trustee or officer of the corporation for or with respect to any acts or omissions of such trustee occurring prior to such amendment, alteration, modification, or repeal.

ARTICLE X

The corporation shall assume the liability for all acts or omissions of any officer, trustee, or other volunteer of the corporation if all of the following are met:

- (a) the officer, trustee or volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority;
- (b) the officer, trustee or volunteer was acting in good faith;
- (c) the officer, trustee or volunteer's conduct did not amount to gross negligence or willful and wanton misconduct;
- (d) the officer, trustee or volunteer's conduct was not an intentional tort; and
- (e) the officer, trustee or volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

ARTICLE XI

The right of any member of this corporation to inspect the corporation's lists of members, lists of donors or donations, or its other books and records, shall be limited if the board makes a good faith determination that one or more of the following apply:

- (a) opening the lists of members, lists of donors or donations, or its other books and records for inspection would impair the rights of privacy or free association of the members;
- (b) opening the lists of members, lists of donors or donations, or its other books and records for inspection would impair the lawful purposes of the corporation; and/or
- (c) opening the lists of donors or donations for inspection is not in the best interests of the corporation or its donors.

ARTICLE XII

These Articles of Incorporation may be amended, altered, changed or repealed only by the affirmative vote of a majority of the members of the corporation.

5. These Restated Articles of Incorporation were duly adopted on the [REDACTED] day of [REDACTED], 2021, in accordance with the provisions of Section 641 of the Nonprofit Corporation Act:

- by the Board of Directors without a vote of the members or shareholders. These Restated Articles of Incorporation only restate and integrate the articles and include only amendments adopted under section 611(1) or section 611(2) of the Act and there is no material discrepancy between those provisions and the provisions of the Restated Articles of Incorporation.
- were duly adopted by the shareholders, the members, or the directors (if organized on a nonstock directorship basis). The necessary number of votes were cast in favor of these Restated Articles of Incorporation.

- were duly adopted by the written consent of all the shareholders or members entitled to vote in accordance with Section 407(3) of the Act.
- were duly adopted by the written consent of all the directors pursuant to Section 525 of the Act as the corporation is formed on a directorship basis.
- were duly adopted by the written consent of the members, shareholders, or their proxies having not less than the minimum number of votes required by statute in accordance with Section 407 of the Act. Written notice to members or shareholders who have not consented in writing has been given. (Note: Written consent by less than all of the members, shareholders, or their proxies is permitted only if such provision appears in the Articles of Incorporation.)

Signed this [] day of [], 2021

By _____
(Signature of an Authorized Officer or Agent)

(Type or Print Name) (Type or Print Title)

BYLAWS COMMITTEE REPORT

July 2021

COMMITTEE MEMBERS Jim Gosnell (Chair), Anne Dupre, Liz Griffin, Crissie Vitale, Marilyn Winter

BYLAWS VERSION Our bylaws were last amended at the 2019 annual meeting. They are no longer printed in the Assembly News. The official version of the bylaws is on the CSA website and may be read or downloaded from this site.

ISSUES PRESENTED TO BOARD There are two issues requiring Board action as noted below.

<u>ISSUES</u>	<u>DATE RAISED</u>	<u>STATUS</u>
1. Amend “privilege ticket” to “Assembly ticket”	Summer 2020	Pending
2. Amend Section III, Article B to add Board terms	November 2020	Pending

SYNOPSIS OF COMMITTEE WORK The Board is sponsoring both amendments. Proposed amendment #1 is the result of a poll taken in 2020 in which the membership agreed with the name change from privilege ticket to Assembly ticket. The Bylaws Committee reviewed the current bylaws and found three places where “privilege ticket” occurs. These occurrences are all in Section I, Membership.

Proposed amendment #2 arises from our revision to the CSA articles of incorporation. The Board recommends moving the language that defines the term of office for Trustees from the articles of incorporation to the bylaws.

Our committee has also reviewed the bylaws for a general update or “housekeeping” changes. These changes would not affect the meaning or intent of the bylaws but rather clarify and bring them up to date with current practices. This is an ongoing effort and will be presented to the board for action at a future date.

BOARD ACTION The Board approved the proposed changes for these two amendments at the November 2020 meeting. The proposed language for both amendments was published in the call for the 2021 annual meeting and is shown below with the entire Section I presented for context. The Board has scheduled open forums so the membership can understand what they will be asked to vote on and also needs to promote attendance at the annual meeting so we get a quorum.

30

BYLAWS COMMITTEE REPORT

July 2021

SECTION I. MEMBERSHIP

A. Membership. There shall be two types of membership known as “Members” and “Associate Members,” which classifications shall be subject to the following regulations:

1. **Members.** Members are all adult individuals who are beneficial owners of or who are named as owners on the deed or legal instrument pursuant to which title is held on property of the Congregational Summer Assembly. Eligibility to purchase ~~privilege~~ **Assembly** tickets shall be determined pursuant to guidelines established by the Board of Trustees.

2. **Associate Members.** Individuals, as hereinafter defined, not owning real property on the Assembly grounds, shall be designated as Associate Members, subject to the provisions of the following three paragraphs and to the voting limitations set forth in Section I Article C. below.

A. All Associate Members elected prior to January 1 2007 shall continue as Associate Members as long as they remain in good standing.

B. Effective January 1, 2007, all other adult individuals who, upon application have been determined by the Membership Committee to have held an ~~Congregational Summer~~ ~~privilege~~ ticket for a minimum of any ten years shall be granted Associate Membership. Eligibility to purchase ~~privilege~~ **Assembly** tickets shall be determined pursuant to guidelines established by the Board of Trustees.

C. Associate Membership shall be automatically terminated when the individual in question acquires ownership of real property on the Assembly grounds.

B. Number, Election and Term of Office. The Board ~~of Trustees~~ shall consist of fifteen ~~persons~~ elected **Trustees** ~~by the members at the annual meeting~~ and other ex officio members with full voting rights as designated in the Bylaws. **Five trustees shall be elected each year for a term of three years by the membership at the annual meeting.** ~~The term of office of each elected member of the Board of Trustees in effect at the time of adoption of these Bylaws shall not be affected by the provisions hereof.~~ The President of the Women’s Association or a duly designated representative of the Women’s Association, the Secretary, the Treasurer, and the immediate Past President of the Assembly for the one year following his/her service as President, shall serve as ex officio members of the Board with full voting rights. The Managing Director shall attend all meetings and act in an advisory capacity to the Board and the Executive Committee.

**Congregational Summer Assembly
Statement of Financial Position
As of July 14, 2021**

	<u>Jul 14, 21</u>	<u>Jul 14, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1001 · Checking - SSB	156,920	121,439	35,481
484 1002 · Debit Card Account SSB	5,788	0	5,788
1000 · Petty Cash	368	368	0
1100 · Money Market - SSB	69,656	12,062	57,594
1170 · Crystal View - SSB	4,421	1,984	2,437
1185 · Women's Association -SSB	26,201	30,973	-4,772
Total Checking/Savings	<u>263,354</u>	<u>166,826</u>	<u>96,528</u>
Other Current Assets			
Otl 4102 · Associate Member Fees			
1300 · Accts Rec from Women's Assoc	0	235	-235
1325 · Accts Rec from Pilgrim Fund	579	4,047	-3,468
Total Other Current Assets	<u>579</u>	<u>4,281</u>	<u>-3,702</u>
Total Current Assets	<u>263,933</u>	<u>171,107</u>	<u>92,826</u>
Fixed Assets			
1400 · Land - Crystal View	52,000	52,000	0
Total Fixed Assets	<u>52,000</u>	<u>52,000</u>	<u>0</u>
Other Assets			
1610 · Preservation Fund - ML Invest.	629,675	519,537	110,138
1620 · Tennis Reserve - M/L 2008	17,011	10,158	6,853
1615 · Main Waterline Res. - M/L 2008	12,140	9,138	3,002
1625 · Strategic Fund - Preservation	66,088	35,000	31,088
Total Other Assets	<u>724,914</u>	<u>573,833</u>	<u>151,081</u>
TOTAL ASSETS	<u>1,040,848</u>	<u>796,940</u>	<u>243,907</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2036 · WA- Art Fair Deposits	1,260	1,260	0
2030 · Payable to Pilgrim Fund	0	1,493	-1,493
2100 · Payroll Liabilities			
2109 · FICA/MED/FED Payab	5,217	1,297	3,921
2106 · FUTA Payable	149	23	127
2107 · Michigan W/H Payable	1,361	491	870
2108 · SUTA Payable	17	3	14
Total 2100 · Payroll Liabilities	<u>6,745</u>	<u>1,814</u>	<u>4,931</u>
66900 · Reconciliation Discrepancy	2,000	0	2,000
2300 · Refundable Const Dpt-C	2,000	0	2,000
Total Other Current Liabilities	<u>10,005</u>	<u>4,567</u>	<u>5,438</u>
Total Current Liabilities	<u>10,005</u>	<u>4,567</u>	<u>5,438</u>
Equity			
3001 · Net Assets	803,372	729,242	74,130
3002 · Net Assets - Designated Land	52,000	52,000	0
3900 · Retained Earnings	-35	0	-35
Net Income	175,505	11,132	164,374
Total Equity	<u>1,030,842</u>	<u>792,373</u>	<u>238,469</u>
TOTAL LIABILITIES & EQUITY	<u>1,040,848</u>	<u>796,940</u>	<u>243,907</u>

**Congregational Summer Assembly
Statement of Financial Position
As of July 14, 2021**

	<u>10/01/20 - 07/11/21</u>	<u>10/01/19 - 09/30/20</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4910 · WA - Arts & Crafts Fair	0	739	-739
4900 · Pilgrim fund reimbursement	0	6,437	-6,437
4845 · Women's Fund Reimburse	-394	0	-394
4000 · Assembly News			
4002 · Advertisement	85	1,816	-1,731
Total 4000 · Assembly News	<u>85</u>	<u>1,816</u>	<u>-1,731</u>
4100 · Assembly Fees			
4101 · Registration	148,192	126,951	21,241
4102 · Associate Member Fees	47,468	44,599	2,869
4104 · Auto Sticker	8,274	8,220	54
4100 · Assembly Fees - Other	0	297	-297
Total 4100 · Assembly Fees	<u>203,934</u>	<u>180,067</u>	<u>23,867</u>
Total 4150 · Boating	<u>16,474</u>	<u>15,497</u>	<u>977</u>
4250 · Credit Card Fees Collected	2,685	0	2,685
4300 · Contributions	3,177	36,331	-33,154
4400 · Crystal View Sales	2,711	0	2,711
4500 · Interest	201	78	123
4600 · Main Waterline	2,016	2,775	-759
4700 · Merchandise Sales	3,090	1,359	1,731
4800 · Miscellaneous	59	5	54
4802 · Operetta	300	300	0
4815 · Post Office	106	2	104
4830 · Tennis Fees	3,530	2,950	580
4840 · WW & GL Fees	0	700	-700
Total Income	<u>237,974</u>	<u>249,055</u>	<u>-11,082</u>
Gross Profit	<u>237,974</u>	<u>249,055</u>	<u>-11,082</u>
Expense			
66900 · Reconciliation Discrepancy	-54	97	-150
5000 · Boating Expense	1,250	2,350	-1,100
5100 · WA - Charitable Donations	0	4,985	-4,985
5500 · Dues	100	95	5
5540 · Insurance	17,393	23,174	-5,781
5580 · Licenses & Permits	281	512	-230
5600 · Main Water Line	1,323	2,574	-1,252
5650 · Maintenance			
5651 · General	5,846	8,514	-2,668
5652 · Crystal View	853	396	457
5653 · Trees	9,975	18,101	-8,126
5650 · Maintenance - Other	375	1,045	-670
Total 5650 · Maintenance	<u>17,049</u>	<u>28,056</u>	<u>-11,007</u>
5700 · Merchandise	7,681	0	7,681
5800 · Merchandise Tax	0	1,166	-1,166
5900 · Miscellaneous Expense	499	4,189	-3,690
6000 · Office Expenses			
6002 · Business Postage	955	550	405
6005 · Miscellaneous	2,535	1,248	1,288
6006 · IT fees and Maintenance	4,808	2,162	2,646
6007 · Supplies	1,497	468	1,029
6010 · Credit Card Fees-CV	367	173	195
6011 · Credit Card Fees-CSA	995	2,675	-1,680
6000 · Office Expenses - Other	1,035	0	1,035
Total 6000 · Office Expenses	<u>12,193</u>	<u>7,276</u>	<u>4,917</u>
6100 · Operetta Expense	88	0	88
6200 · Payroll Taxes	3,699	3,091	608
6250 · Professional Services			
6251 · Accounting	2,940	4,406	-1,466

**Congregational Summer Assembly
Statement of Financial Position
As of July 14, 2021**

	<u>10/01/20 - 07/11/21</u>	<u>10/01/19 - 09/30/20</u>	<u>\$ Change</u>
6252 · Legal	8,263	2,405	5,859
6250 · Professional Services - Ot	9,339	0	9,339
Total 6250 · Professional Services	20,542	6,811	13,731
6280 · Property Taxes	2,077	9,788	-7,711
6300 · Publications	9,392	9,350	42
6400 · Recreation Supplies	2,829	228	2,601
6450 · Youth Activity Expense	200	0	200
Total 6560 · SALARIES	45,205	42,872	2,333
6600 · Subcontractor's Payments	0	345	-345
6800 · Trustees & Committees	98	8,270	-8,172
6900 · Utilities	3,176	8,104	-4,928
Total Expense	148,992	163,333	-14,341
Net Ordinary Income	88,982	85,722	3,260
Other Income/Expense			
Other Income			
9001 · Investment Income			
9000 · Unrealized/Realized Gain(Los	96,008	11,187	84,821
9553 · Preservation Fund Interest	389	4,192	-3,803
9550 · PF Dividends	6,298	8,619	-2,321
Total 9001 · Investment Income	102,695	23,998	78,697
7000 · Main Waterline transfer annual			
7001 · Special Reserve Assessment	1,120	1,520	-400
Total 7000 · Main Waterline transfer an	1,120	1,520	-400
Total Other Income	103,815	25,518	78,297
Other Expense			
7500 · Capital Improvements			
7531 Fire Pit Lighting	623	0	623
7512 · Computer/Electronic	0	1,979	-1,979
7514 · Crystal View - General	0	1,800	-1,800
7517 · Roads	10,956	0	10,956
7518 · Tennis Courts Cap Imp	300	0	300
7523 · Clinton Avenue Relocation	5,413	1,625	3,788
7530 · Assembly Bldg roof	0	31,740	-31,740
Total 7500 · Capital Improvements	17,291	37,144	-19,853
Total Other Expense	17,291	37,144	-19,853
Net Other Income	86,524	-11,627	98,150
Net Income	175,505	74,095	101,410

Date: July 24, 2020 (Board Meeting) and July 31, 2020 (Annual Meeting)

Committee: Preservation Fund (PF)

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

ISSUE:

The Board has to determine if it wants to transfer \$25,000 of “excess funds” from the PF to the CSA’s Strategic Investment account (See last paragraph).

REPORT:

The Preservation Fund (PF) has been 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 2019 and 2020 the Trustees approved withdrawals totaling \$66,000 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 trustee approved various initiatives to support the long term needs of the CSA, including \$31,000 dedicated to any present and future Michigan beach projects. 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. As of June 30, 2021, \$12,648 has been repaid.

As a consequence of the above decisions, on 6/30/21 the value of the fund was \$649,000 composed of \$630,000 in investible funds and a receivable of \$19,092 from the CSA’s general account for the roof advance. The investible assets were allocated as follows:

(000 omitted)	Market Value	% of Portfolio	Target Allocation (%)
Cash and equivalents	\$ 160	25	0-10
Fixed Income	70	11	40-60
Equities	400	64	40-60
Total	\$ 630	100	

The PF has deviated from the approved Target Asset Allocation by increasing the liquidity of the Fund. This was done because the low interest rate environment does not reward for assuming the risk of investing in long dated maturities (Fixed Income), and because of possible cash needs of the CSA in these uncertain times. At a 7/13/21 meeting, the Committee decided to reduce, by 9/30/21, the Equity expose to conform to the Target Allocation, and to maintain an outsizes allocation to cash and cash equivalents.

The White Paper outlined the circumstances when the Trustee may consider withdrawing “excess funds” above the Minimum Reserve from the PF. The Minimum Reserve as of 6/30/21 was \$555,000,

and the average of investible balances over the last three years was \$580,000, yielding “excess funds” of \$25,000.

Respectfully submitted

Fred Laueran, Chairman

Date: July 31, 2021

Committee: Budget

Names of Committee Members: Lou Rollinson, Chair
Joel Buzzell, Ken Cox, Brook Cunningham, Gary Dawley, Schuyler House, Fred Lauerman, and
Cathy Reed

Overview of Committee

Briefly, the committee's responsibility is to review and evaluate all budget requests from CSA money-spending units and to make its recommendations in an annual proposed budget to the trustees at the fall meeting.

Registration Fees

In connection with a review of the CSA fee structure, the Budget Committee looked at data from the period 2015-2019 and made a presentation to the Board about how long people stay and the implications of the data for who bears the burden of the cost of running the CSA. Attached is a slide that summarizes some of the findings. The circle titled “% Total Registrations” shows how long people stay at the CSA. For example, 13.2% of people register for 3-4 weeks. The second circle shows fees collected from these people as a fraction of total registration fees. For example, the 13.2% of people who are here for 3-4 weeks account for 16.93% of the registration revenue. Note: “0” Week Registrations encompasses Associate Members who pay their dues (which equal two weeks of registration fees) but are not in residence during a given summer.

The data shows that roughly 70% of people register for 2 weeks or fewer, accounting for roughly 48% of registration revenue. At the other extreme, approximately 8% of people register for 8 weeks or more and account for 24% of total registration revenue.

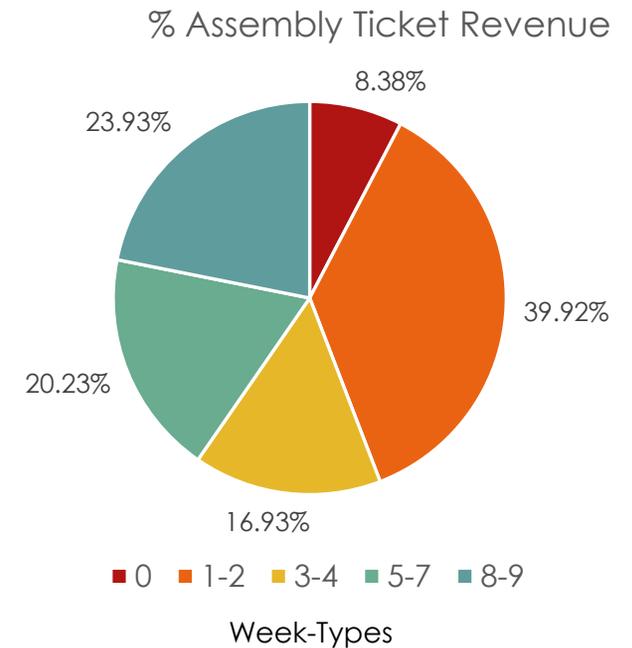
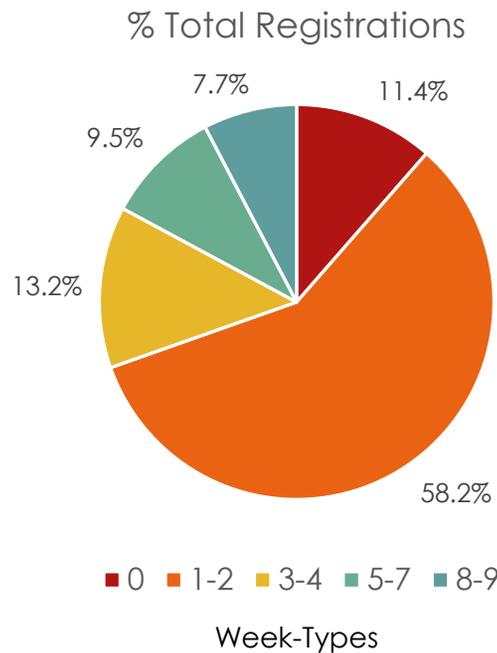
Future Fees

The Board elected not to change the registration fee structure and to continue with a fee per week in residence. For 2021 that fee has been \$33 per week. Due to inflation and projected necessary capital improvements, the weekly fee will likely be higher in 2022.

Respectfully submitted,
Lou Rollinson

General Observations

- ▶ **48.3%** of Assembly ticket revenue generated from **0-2 week** ticket purchasers, who account for **69.6%** of registrations
- ▶ **23.9%** of Assembly ticket revenue from 8+ week ticket purchasers who account for **7.7%** of people who register



Women's Association Report

(BOT Meeting Saturday, 7/24/21)

Our Mission

To promote the social welfare and intellectual growth, contribute services and share in the financial support of women and children within the CSA and its greater community.

Leadership

- Current Board;
 - Nancy Gaffney and Ann Whelpton – Chairs
 - Jan Lauerman – Treasurer
 - Martha Reisner – Communication Chair
 - Jane Karraker – Secretary
 - Margie Finley and Barbara Patterson – Art Fair Chairs
 - Jennifer Potter and Claire Perry – Members at Large (Merchandise)
 - Kate Kirkwood - Member at Large (White Board)
 - Erin Jones – Member at Large

Annual Meeting

- Friday, 7/16 @ the Meeting House
 - 10:00 am – Speaker Presentation – Enneagram (Personality Typing)
 - Debbie Burditt
 - Annual Meeting to follow at 11:15 am

Arts Fair

- Margie Finley and Barbara Patterson – Co-Chairs; Janet Dertz and Debbie Allbright will be in the wings to give guidance and help; the WA Board will assist in whatever way is needed as well.
 - Cottage Treasures – Need Cottage Treasures chairs to shadow 2021 and head 2022
- Silent Auction – basket theme
- No Kid's Corner, Bake Sale, or Food Truck – Vendors and attendees will be encouraged to get take out at the Crystal View
- Food booth will only be selling bottled water, soda and any pre-packaged food items such as chips
- Need Parking Chair

Financial Review

Our reserve currently stands at \$20,704 with additional deposit of \$4,725 held for 63 Booth spaces for AF '21.

Current Requests;

- Art Committee - Jane Taylor - 5 ART WORKSHOPS - \$500
- Ecology Committee - Linda Campbell - ECOLOGY FUN ages 4-10 - \$800
- Ecology Committee - Linda Campbell - ECOLOGY EXPLORERS ages 11-14 - \$400
- Ecology Committee – Linda Campbell - CONTINUE WORK ON RESTORATION /MAINTENANCE / INVASIVE SPECIES MONITORING - \$1,200
 - Ecology Committee requests are matched by Pilgrim Fund
- WA Annual Meeting - \$200 (speaker fee plus bottled water/soft drinks)

- Yoga Classes - \$900 (9 weeks x \$100 less donations)

Special Project 20212 – (Completed);

- Crystal View Ramp (50% of cost up to \$900) – \$900
- First Raft – Lumber cost - \$1,294
- Second Raft – Lumber cost - \$1,340
- WA Annual Meeting - \$200 (speaker fee plus bottled water/soft drinks)
- Total cost to date = \$3,734

Activities for summer of 2020

- PiYo Fusion (formerly Yogalates) and Yoga Classes
 - On MI tennis courts every Monday (PiYo Fusion) and Wednesday (Yoga) @ 8:30am – 9:45am
 - Instructors – Beth Tarkington and Beth Seiloff
 - Mats – everyone bring their own
- Water Aerobics Class
 - Tuesdays and Thursdays @ 3:30 - 4:15pm at Crystal Lake
 - Instructor - Diane Tracy
 - Noodles - everyone bring their own

*Donations will be collected for WA to defray cost of Yoga classes – Both Beth Tarkington and Diane Tracey are generously donating their time.

Communications - 'Pink sheet' with information about WA will be updated and available at Registration; Webpage to be updated.

Merchandise

- Selling CSA merchandise at events with good foot traffic (Art Fair, etc.)
- New merchandise items will be added, such as beach towels, canvas floppy hats, coolers, etc.; some with vintage logo and some with new CSA logo
- Coloring books will also be available; Julie Pray created the books which are specific to the CSA and has generously donated 95 copies to the CSA

WA White Board – updated periodically during summertime.

Births and Death Recognition - Debbie Kearns to continue to send out recognitions on behalf of the WA; Updating information collected via Communications (CSA website) and via book in Assembly building.

Directory - Printed directories sold out in 2019; will resurrect plans for online directory when IT person is funded (Beth Wolszon – Lead).

**Respectably submitted,
Nancy Gaffney and Ann Whelpton**

Nancy Gaffney 513.304.9606 ngaffney@cinci.rr.com
Ann Whelpton 513.520.7742 agwhelpton@gmail.com

Date: July 15th, 2021

Committee: **NOMINATIONS**

Names of Committee Members: Jonathan Buntain, Helen Wangard, Lou Rollinson, Bob Schmidt, Ellen Herscher, Joel Buzzell, Molly Bazzani, Ann Burt, and Larry Iles

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

Issue	Date Presented to Board	Status
NONE		

The Nominations committee has begun meeting weekly this summer. Our meetings have so far been remote via zoom but we plan on having in-person meetings throughout July. We will shift again to remote meetings toward the end of the summer to finalize the slate for next summer. As always people can recommend individuals for consideration to myself (email, phone or in-person) or any member of the committee listed above.

Below is our new slate of nominations to the Board of Trustees to be presented at the 2021 Annual Meeting.

- Bill Fisk
- Lorry Spitzer
- Jennifer Rodes Swetland
- Debbie Allbright
- Joshua Knight

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

Jennifer Swetland (Rodes/Stewart) has not missed a season at the CSA since her parents brought her up as an infant in the summer of 1980. Jenn has many wonderful memories from participating in CSA activities as a youth. She took her very first job working at the front desk of the CSA office with Jim and Luanne Buzzell. More recently, Jenn has served on the Spiritual Life Committee since 2016. Jenn lives outside of Philadelphia with her husband, Jeff, and two daughters, Callan (9) and Maggie (7). She has been a middle school teacher in Pennsylvania for nearly 20 years. Seven years ago, Jenn shifted into the role of English Language Development Specialist. She loves teaching her international students and also working closely with their families in their transitions to moving and living in the United States. Jenn's passion is teaching yoga. She teaches her colleagues after school, students in the Best Buddies program and also at a local studio in Philadelphia.



Lorry Spitzer resides in Boston, Massachusetts with his wife Diane. Lorry and Diane are long-time members of the CSA and have served on numerous committees and in various volunteer capacities over the years. Lorry previously served as a Trustee of the Assembly when Russ Freeburg, Holly's father, was President. Lorry spent most of his professional career as a partner in the law firm of Ropes & Gray where he specialized in the governance and taxation of nonprofit organizations. He presently works in the Office of General Counsel at MIT. Lorry has never missed a summer at the CSA and loves the time spent at the Assembly with family and friends. Lorry's grandparents, Gustavus and Helen Ohlinger first came to the Assembly in 1915.



Debbie Allbright has three grown sons, two sweet grandbabies and lives in the northwest suburbs of Chicago with her husband, Scott. She has been an elementary school teacher since 1987 and is looking forward to retiring after this school year. Debbie was introduced to the CSA by her husband Scott, whose family began coming to the assembly in the 70's. Debbie served as the Youth Director from 2011-2019 and volunteers at the assembly each summer. She is the co-founder of Crystal Kickers and can usually be spotted on the beach ready to kick around the lifeline at 3:00 each day.



Josh Knight lives on the northside of Chicago, IL with his family; wife Michelle and sons Easton (9) and Arlo (6). He is VP of Music at Wasserman Music and spends his days booking touring bands around the world. While not working, he enjoys camping, music, hanging with family and friends and hitting Cubs games. Josh has spent every summer of his life visiting and enjoying Crystal Lake, as his father Jonathan and grandfather and grandmother Hal & Nan Knight did most of their lives! He is excited to join the CSA board of trustees and looks forward to helping move the CSA towards the future!



Bill Fisk lives in Grand Rapids, Michigan with his wife, Renee. He works for Northwestern Mutual as a wealth advisor and has been with the company for 28 years. Bill has spent all of his Summers coming up to his cottage on Crystal Lake. His greater family started coming up around 1917. As a lifelong CSA member, his children, Bill, Peter & Haley, were blessed to spend their Summers here too. Bill enjoys fishing, hunting and spending time with his family at his favorite place - the cottage. He looks forward to giving back the CSA because of the joy it has brought to him and his family.



Date: July 16, 2021

Committee: Education Fund

Names of Committee Members: Gayle Boecker, Jennifer Daly, Beth French, Ginny Knutsen, John O'Neal, Rather Stanton, Dave Wynne, Andy Campbell (trustee-elect), Steve Walton (trustee elect)

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1.		
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

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

3. Brief synopsis of the committee’s work since last written report: 8 students received awards in 2021, totaling \$21,000.

A benefit golf scramble organized by Beth Kloskoski, her family and friends raised \$3030.00 and loads of fun.

The board has been offered the opportunity to sell prints of Point Betsie by James Schmidt as a fundraiser.

Keep saving Family Fare receipts. We're well on our way to another \$1000 reward.

Applications are available at summerassembly.org and may be submitted online.

Jen Daly has agreed to serve as chair of this committee starting in 2022.

Respectfully submitted,
Ginny Knutsen, chair

Date: June 10, 2021

Committee: Pilgrim Fund

Names of Committee Members: John Harbeson, Molly Harrison, Cynthia Rauschert, Floyd Kearns, David Pray, Diane Tracy, Cliff VanDyke
Cathy Williams, Secretary

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1.		
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

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

3. Brief synopsis of the committee’s work since last written report:

The Pilgrim Fund has accepted the resignation of Cathy Williams who has served for many years as the Secretary of the Pilgrim Fund. We thank Cathy for her efficient work which included taking minutes at meetings, coordinating church services with ministers, keeping track of Sunday offerings, arranging for church floral arrangements, and assisting in writing and printing programs for special events sponsored by the Pilgrim Fund. The Human Relations committee is working with the Pilgrim Fund to find a replacement.

The Pilgrim Fund continues to support the Ecology Program and the Gibson Lecture Series, as well as the Dutton, Armstrong and Burrows-Getz concerts.

Don Brown and Renee Fisk have been elected to the Pilgrim Fund Board of Trustees.

Respectfully submitted,

Molly Harrison, Pilgrim Fund Chair

Congregational Summer Assembly Committee Report to the Board of Trustees

Date: July 24, 2021

Committee: Archives

Committee Members: Assistant Archivists, Nancy Gillett and Carol Edmonds; Archivist Emerita, Tamara Royle

1. ISSUES presented in the last year

There are issues of preservation and access that we are trying to resolve. Even with dessicant packets the old paper and cardboard books get damp and mildewed left in the cabinets, but the whole reason for the cabinets is to keep them safe from fire so it makes no sense to leave them out (not to mention mice).

We have started scanning the paper files beginning with minutes from 1905 going forward. I have a couple of volunteers helping because it's very time consuming but at least we're making progress. And only one person can be working on the scanner at a time. Max Buzzell has been helping make sure that as things are saved on the external hard drive they are saved in a format that will easily adapt when we settle on what program we'll be using for an online digital archive.

2. ISSUES for today and the near future

The laptop we are using is the old Dell that 4 years ago could no longer be used in the office so it was given to Archives/Communication. The old photographs from Catherine Stebbins and others are being scanned in two formats: jpeg and tiff. The laptop can't read the tiff files so I have to bring my own laptop if we want to use them.

We need to find a safe way of storing the scrapbooks and photo albums over the winter – I can't ask BAHS to do it again.

3. We are planning on holding History Night next summer and the Communications/Archives intern Loren Weiss is working on some photo projects for it. She has been starting some interesting projects that introduce Old CSA to younger generations.

4. Pilgrim Place is again an active building with groups meeting there regularly. On Wednesday mornings people drop by to get or give information and to do research for a family or a committee.

Date: 7/15/2021

Committee: Arts Committee

The Arts Committee was formed to support and encourage artistic endeavors at the assembly.

Names of Committee Members:

Chair: Jane Taylor

Merry Elrich, Catherine Davis, Jan Lauerman, Julia Gibson, Sarah Larson, Barbara Perry, Shannon Wise

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1. We will ask the women’s committee for \$500 to pay the presenters for 5 art workshops.		
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:
Nada

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

3. Brief synopsis of the committee’s work since last written report:

With the “opening up” of Covid guidelines, the Arts committee members were able to hold the July series of adult art workshops indoors with caution and respect for those who continue to use masks. The virtual workshop was cancelled due to the updated guidelines.

1. We have had many people suddenly sign up for the July 16th show featuring the combined forces of the children’s operetta and the CSA talent show presentation that will be in the meeting house. Thanks to Shannon and Barb and MC Sarah Nieman.

2. Merry Elrich and Julia Gibson planned the 2021 CSA read, “The Good Lord Bird”, by James McBride. Molly Frost facilitated a well attended and interesting discussion on July 13th. She will lead the second discussion group on August 10th.

3. Barb Perry offered a wonderful **writing workshop** with the theme of “Playing With Words: Putting Words On Paper. (July 7th) Many writers joined her for a productive session. The group’s words will be presented as part of a collage art piece for the CSA made by Barb.

4. Sarah Larson has been encouraging CSA poets to share and post **poetry** in an album in the CSA office area, with the hope that all CSA members can enjoy it and be inspired.

5. Frankfort artist Peggy Hawley gave an excellent workshop in drawing with pastels that was full! (July 7th) The participants created beautiful pieces that were posted on the CSA info sites. Artist Laura Pacchini will lead the August 9th workshop in watercolor.

6. Noah Sorenson’s July 7th sunset photography workshop was rained out, so Noah gave an interesting slide presentation in the assembly. We are looking for a time that he could meet with participants outside in July. He will give another presentation on August 9th.

6. Lindsey Alper is heading up a CSA interactive exhibit entitled, One Beautiful Thing, with the idea for CSA people to contribute something that they find beautiful. It could be a piece of artwork, a poem, or a stone, feather etc. from nature. The exhibit will take place in the assembly building on July 21st.

Respectfully submitted,

Jane Taylor, Chair

Communications Committee Report 7.16.21

The Communications Committee meets weekly throughout the summer of via both Zoom and in the South Room of the Assembly Building on Wednesdays (check the time that week), to plan timely communications on social media, the website and in weekly email messages. If anyone would like to join our committee or attend meetings in the future, please contact Beth Congbalay at bethnbk@gmail.com or 847-682-8614. We welcome contributions from Assembly members to all of our communications outlets.

Loren Weiss is the 2021 Communications/Archives Intern. This summer she is helping us with articles, photos, social media posts and videos. New this summer, Loren and Dean Keiser are videotaping the Sunday services each week. The recordings are available on the Spiritual Life page of the website: <https://summerassembly.org/activities/spiritual-life>

Weekly Emails: We send out one email per week on Fridays during the season highlighting activities and announcements, as well as additional emails in the off-season on important topics. If you would like to contribute information to the weekly email, please send it to bethnbk@gmail.com by Wednesday of the week you would like it to go out.

CSA Website: We update the website constantly during the season with helpful information, including a picture of the white board from the Assembly Building porch. You will find the website at www.summerassembly.org. If you would like to update the web page for your committee, please send the information to bethnbk@gmail.com.

Facebook page: Updated regularly with pictures, articles and videos of Assembly life. You will find our Facebook page at facebook.com/CongregationalSummerAssembly.

CSA 411 Facebook Group: This is a closed group for individuals who are affiliated with the CSA to self publish information, photos, lost and found, etc. Comments on here are solely the opinion of the person posting. The privacy setting of the group was changed due a proliferation of unsolicited requests to join. You may request to join the group by asking a current member of CSA 411 to invite you. They type your name or email into the "Invite Members" box while in the group on their PC. If the current member is using a Smartphone, there is a blue button they click that says "+Invite". The group administrator will approve the invitation and you will be added.

CSA Instagram page: You will find beautiful photos taken of the Congregational Summer Assembly and surrounding area on the [@summerassembly](https://www.instagram.com/summerassembly) Instagram page. Everyone is invited to contribute pictures by emailing them to Ginanne Brownell Mitic at gbrownell@gmail.com or by using the hashtag #CSAlakelife on their own posts.

Congregational Summer Assembly YouTube Channel: Check out fun and exciting videos on our YouTube Channel created over the past 5 years by different members of the Communications, Spiritual Life and Arts Committees.

Date: 7/18/2020

Committee: Crystal View

Names of Committee Members: Hannah Burgener (Chair), David Elliott, Alfie Bingham, Jennifer Crossen, Barbara Patterson, Heidi McCaulley

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

1. Funding available to repair restroom doors and locks.
2. Status of funding for replacement picnic table. We would like picnic tables made of weatherproof material rather than wood to avoid future maintenance.
3. Replace backroom freezers as they have existing damage from the car crash.
4. Replace the beverage refrigerator & ice cream freezer as the machines are on their last legs.
5. Remove signage at Crystal View parking lot stating it is necessary to have a CSA sticker to park there. This is deterring public guests from dining here as there isn't another location to park.

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

1. Funding available for restroom renovation.
2. Replacement of the frier lost in the car crash.
3. Potential long-term plan to build a building extension with outdoor space. (deck/patio/sliding door)
4. Garden Club/Ecology Committee project to restore hills around the Crystal View. Will need maintenance to continue their spraying for poison ivy in the area as well.

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

3. Brief synopsis of the committee's work since last written report:

The CV Committee met in July 2021 and appointed a new chair (Hannah Burgener). Health and safety issues were identified by the group and are addressed above. An online menu is in the process of being finalized. It has been reviewed and approved by Fritz and Susan Kraft, and will then be stored on the CSA website and linked to a QR code. We will list the Crystal View's new phone number on the menu to encourage take-out orders. Further, the committee will be creating a mission statement for the Crystal View in order to assess long-term goals, plans and funding options.

Date: July 16, 2021

Committee: Ecology

Names of Committee Members: Carol Allbright, Nancy Baglan, Emily Baker, Bill Barnes, Jim Boecker, Gayle Boecker, Hannah Burgener, Linda Campbell (Chair), Elizabeth Crowdus, Katie Hartin, Lauren Hoerr, Molly Jones, Michael Kennedy, Fred Lauerman, Jan Lauerman, Julia Nerbonne, Jane Limmer Perrino, Ed Petrick, Barbara Poehlein, Gwen Rogers, MaryLou Stanton

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1.Forest Care Restoration Project	November 2019	In progress
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

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

3. Brief synopsis of the committee’s work since last written report:

- Arborist, Steve Fouch, will be treating the beech trees designated to his care in August.
- Steve Fouch has also treated the two ash trees east of the Meeting House, and reports that they are responding well. Thanks to the Pilgrim Fund for underwriting this every- two-year application.
- The Committee will hold invasive plant removal sessions at Crystal Beach on Thursday, July 29 and Wednesday, August 11 from 10 a.m. – Noon.
- The Ecology Fun schedule of seven Friday sessions from June 25 through August 13, 2021 has begun. Children ages 4-6 are meeting from 2:15-3:15. Ages 7-10 will come from 3:30-4:30. Attendance has averaged 15 and 12 children respectively for the first two Friday sessions.
- The Committee is working to schedule two outings for the Ecology Explorers (Ages 11-14).

- Evan Hammon is the Forest Care Restoration Fellow who will begin a two-season project. The goal of the project is to inform the community about the process involved in restoring properties with plants and trees that will thrive in the given conditions. Evan has been meeting with area forestry specialists to gather an annotated bibliography of resources for our committee, the CSA Board, and homeowners who need assistance making restoration plans. On Tuesday, July 20th at 9 a.m., Evan is leading a **Trail Maintenance Volunteer Day** - to rake, trim, and refresh the existing walking trail along Alden Edwards Ave to Lake Michigan. He will be guiding forest walks and is offering his time to survey individual plots of land after the forest walks have concluded. Evan has created a video to introduce himself that can be found in What's Happening at the Assembly 7.16.21, and he will create videos on specific trees, such as beech and hemlock. The project will culminate with a guide for CSA homeowners about how to make a forest restoration plan. Julia Nerbonne, David Belknap and Linda Campbell are supervising the project.
- The Committee will meet on Monday, July 19, 2021

Thanks to the Pilgrim Fund, the Women's Association, and the Board for their continued funding and support.

Respectfully submitted,

Linda Campbell

Date: 14JUL21

Committee: Human Resources

Names of Committee Members: Bill Barnes, Ann Burroughs, Jennifer Daly, Erin Jones, Colin Molloy, Barbara Patterson, Cole Schindler, Steve Walton, Tommy Williams, Chair

1. Please list significant ISSUES presented to the Board from this committee in the last year:
 - a. **Recruitment:** The Executive Committee is handling recruitment of a Managing Director to replace Ken Cox prior to the 2022 Season, if possible;
 - b. **Recruitment:** has begun for replacing Pilgrim Fund Secretary Cathy Williams, also prior to the 2022 Season, if possible – Tommy Williams is the contact for applicants;

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:
 - a. **Compensation Review:** We currently have satisfactory hiring and employee retention, plus our salary levels are below those of the Yacht Club and Crystal Downs, so no major changes are recommended at this time. However, our Salary Range Situation may need updating, so Committee Member Barb Patterson will provide a report on this at our next meeting.
 - b. **CSA Employee Manual:** The Committee recommends that the current Manual be updated by outsourcing to a Consultant – Committee Member Barb Patterson is pursuing this and will update the committee at our next meeting.

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

No motions to present.

3. Brief synopsis of the committee's work since last written report:

See above – the next meeting will be held in August.

Tommy Williams, Chair.

Date: June 11, 2021

Committee: Membership Committee

Names of Committee Members: Ann Murphy Burroughs and Megan Carrella, Co-Chairs;
Members: Linda Kucera, Cathie Walker, Jane Cooper, Judy Dawley, Linda Schopp, Marilyn Winter, Mary Gosnell, Crissie Vitale, Brook Cunningham, Elaine Walton

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1.		
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

We hope a call to become an associate member (with 10 years of Assembly ticket purchase history) can be made at the Annual Meeting.

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

3. Brief synopsis of the committee’s work since last written report:

July 2021:

The committee plans to meet 3 times this summer to review any applications that require discussion and address any other topics relevant to our work. Our first meeting took place on Thursday July, 8. Please see our Tracker spreadsheet which lists the membership-related inquiries we have received since last summer. Also, we now have a fillable Associate Membership application form available on the CSA website for those who are interested. Our next meeting is scheduled for Tuesday, August 3 at 9:30 am eastern in the South Room and virtually via Zoom.

In addition to responding to membership inquiries, our committee will take on the following projects: 1) we will include a welcome letter and volunteer interest survey with invoices going to associate members this winter; 2) we will investigate the availability of *There Ought To Be A Place* to see if these books could be acquired and given as a welcome gift to new CSA lot owners; 3) we hope to provide a more visible welcome and thanks to new Members and associate members via a list of names in Sunday Bulletins and Assembly News, Newcomer Welcome Lemonade Sundays, and distribution of a welcome packet.

We would appreciate the help of all Board Members to spread the word regarding the importance of longtime Assembly ticket holders making the commitment to the CSA and becoming an associate member. Currently this \$66 investment is a way to convey gratitude for and commitment to the CSA and all it offers year after year. It also provides significant financial stability for the running of the CSA.

We hope a call to become an associate member (with 10 years of Assembly ticket purchase history) can be made at the Annual Meeting.

Respectfully submitted,

Ann Murphy Burroughs and Megan Carrella

Date: July 16, 2021

Committee: Spiritual Life Committee

Names of Committee Members: : Ken Cox, Renee Fisk, Molly Frost, John Harbison, Jonathan Knight, Ellie McKinney, Dick Michel, Nancy Reid, Jim Reisner, Bob Schmidt, Cathy Schultz, Jenn Swetland, Shannon Wise.

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
1.		
2.		
3.		

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

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

3. Brief synopsis of the committee’s work since last written report:

Arranged for worship at the CSA this summer under the unique conditions of social-distancing due to COVID with great help from Beth Wolszon.

Organized the Gibson Lectures for 2021: The Gibson Lecture this summer will be given by Carrie Hessler-Radelet. Carrie will speak on “Healing our World and Bridging our Divides Through Service.” Carrie Hessler-Radelet is a life-long member of the CSA. She was Director of the Peace Corps from 2012-2017. She is currently the President & CEO of Project Concern International (PCI). PCI is a global development organization working with families and communities to enhance health, end hunger and overcome hardship in sixteen countries.

Respectfully submitted,

Jim Reisner

Committee: **TENNIS**

Names of Committee Members: Matt Petrick, Jennifer Daly, Polly Mauer, David Tull, Wanda Shreiner, Bob Brown, Steve Walton, Bob Norris, Meghan Beverley, Pat and Diane Kearney, Warren Crowdus, Kathy Way, John Harbeson, Alan Marble and Dennis Nahnsen (co-chairs)

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

ISSUE	DATE PRESENTED TO BOARD	STATUS
Re-write and signage of tennis rules	2018	passed
Proposal to open all CSA tennis courts during 2020 CSA season closure	6/2020	passed

2. List significant ISSUES you anticipate bringing to the next few board meetings:

Use of CSA tennis courts did not appear to represent any threat to public safety through transmission of the Covid-19 virus.

Court use, particularly the woods courts, was high throughout the season. The apparent perception of some that court use rules did not apply (due to Covid-19) resulted in high use of the courts by persons from outside the CSA community. The apparent significant increase in the renting out of CSA and surrounding properties (due to concerns for traveling on the part of many CSA families) may also be a contributing factor resulting in increased use of the tennis courts. The decision by the Crystal Downs board to prohibit guest usage of its courts also apparently contributed to that increase of usage. **Crystal Downs Country Club has resumed guest privileges on its courts for the 2021 season.**

The committee believes the use of the CSA courts should be reserved primarily for those persons who pay their fees and respect the courts for what they represent.

The committee is moving ahead to have new signs erected at the tennis courts for the 2021 season. The language and location of the signs is included with this report.

Respectfully submitted,

Alan Marble, co-chair
Dennis Nahnsen, co-chair
06/10/2021

CSA Tennis Courts Signage This is the final version (06/10/2021).

Instructions on where the signs should be posted are in ***bold italics***.

The following General Tennis Rules should be posted at all three court locations (1 each at the Crystal Lake court entrances, one at Woods courts main entrance, one at Lake Michigan entrance at the east entrance, for a total of 4 signs)

General Tennis Rules For All CSA Courts

1. Persons playing tennis or pickleball on CSA tennis courts must have current CSA assembly tickets (see below for an exemption for paying guests.)
2. Barefoot playing is prohibited. Adults shall wear regulation tennis shoes at all times. Children 12 and under may wear rubber-soled shoes other than tennis shoes.
3. Smoking is prohibited on or within 50' of all CSA tennis courts.

The following Additional Rules for the Woods Courts should be posted at or near the main gate by the drinking fountain. All other signs around the courts can be removed. Total of 1 sign

Additional Rules for the Woods Courts

1. Use of the woods courts requires the additional purchase of a woods court sticker. The sticker shall be attached to the racket of the player. Only assembly ticket holders may purchase, or play tennis under the authority of, a CSA woods courts sticker. There are three exemptions:
 - A. Children 16 years of age and younger who are playing in the CSA tournaments;
 - B. People attending morning adult classes conducted by CSA staff;
 - C. Guests paying a daily fee (see #2 below).
2. A person with an assembly ticket and valid woods courts sticker may host a maximum of two guests per day. Guests shall pay a \$5 guest fee per day to the CSA: the host assembly ticket holder is responsible to ensure this payment is made prior to the end of the current CSA season.
3. "Priority" in this section refers to person(s) waiting to play on the woods courts. A person waiting to play shall hang a racket on the rack to indicate that he/she is waiting to play.
4. Players 14 years of age and older have priority on the woods courts. Young players may conclude their set if a conflict develops.
5. Doubles play has priority over singles play. Singles players may conclude their set if a conflict develops.
6. Tournament play takes priority over all other tennis activities.
7. Play on the woods courts is limited to one set of tennis (up to a total of 14 games) when others are waiting to play.
8. Use of the woods courts is prohibited on Sunday mornings from 10 am until 12 noon.
9. Adult tennis lessons have priority on all woods courts Monday through Friday for one hour beginning at 8:30 am. Courts not used for lessons are open to general play by others.
10. All players on the woods courts shall wear appropriate clothing including a shirt.

The following signs should be posted at the three other gates to the woods courts (total of 3 signs)

Before play, please see the complete rules for these courts which are posted at the gate to Court #1.

This sign should be posted at the Michigan courts at the east entrance (total of 1 sign).

Additional Rules for the Lake Michigan court

1. Players 13 and under have priority on the Michigan court after 3 pm.
2. CSA assembly ticket holders conducting organized lessons for other CSA assembly ticket holders have priority on the Michigan court on weekdays from 12:30 pm to 2:30 pm.
3. Lesson schedules should be provided in advance to the managing director.

COMMITTEE / FUND REPORT FORM

Congregational Summer Assembly

Committee Report to the Board of Trustees

Date: July 15, 2021

Committee: Waterfront

Names of Committee Members: Bob Cooper (Chair), David Belknap, Callie Furste, Larry Iles, Karen Janssen, Sarah Larson, Ann Burroughs, Margie Nahnsen, Marjorie Pearsall-Groenwald, Leslie Ritter, Diane Tracy, Jana Way, Pete Weir

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

Issue	Date Presented to Board	Status
Replace lifeline		Completed
Replace both rafts		Completed
Install paths from SUP + kayak racks		Completed
Build additional SUP + kayak racks		Completed
Review boat launching locations		Ongoing

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

A recommendation has been made to look into installing a ramp (like the one at Penfold Park in Elberta) for launching small watercraft (such as kayaks and SUPs). Marjorie Pearsall-Groenwald will be researching options and report back to the Committee for review.

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

3. Brief synopsis of the committee's work since last written report:

Many thanks to the volunteers who strung + installed the lifelines, created the Waterfront FAQ document for distribution at registration, rebuilt both rafts, built additional SUP + kayak storage racks, installed paths @ the racks and helped fund these improvements. The committee added information about boat washing requirements to the FAQ document and will be monitoring boat launching this summer. "Boat jail" has been reinstated and sand will be replenished on the Crystal Lake beach.

Respectfully submitted,

Diane Tracy, Waterfront Committee member

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CSA Waterfront Committee Report Addendum – July 24, 2021

Chair: Bob Cooper

Waterfront Statistics through first four weeks of 2021 season:

- **Water temperatures:** The season definitely started off on a cool note, particularly in comparison to last year. Average June water temperature for the first two weeks was 67.1°, which ranks on the cooler side although still substantially warmer than the 64.2° just two years ago in 2019.
 - **July water temperatures** have somewhat rebounded and Summer 2021, while still on the cooler side for recent years, is not an outlier. Average July water temperatures through the 15th for the past six seasons have been (from high to low): 77.0°(2020); 75.1°(2018); 72.6°(2016); **71.8°(2021)**; 71.8° (2017); 71.6° (2019).
- **Swimmer's itch:** Swimmer's itch for the first few weeks of the 2021 season was notable by its absence. The first 17 days on the CSA Swimmer's 2021 Itch Incidence Log showed zero reported cases. The fourth week of the season has unfortunately been marked by an uptick in reported cases of itch with positive reports on 4 of the last 7 days, including 8 reported cases on July 10 and 6 on July 11. While this uptick in cases did correspond roughly with a period of sustained onshore winds, the correlation with wind direction has not been as strong as in some past years. A chronological pattern was suggested in the last two years of records (2018 and 2019) with positive reports increasing as the season progressed. Of course we had no log last season, so we will keep our eye on developments on the itch front as this season progresses.
- **Boat census:** Total number of boats on census day (June 16) in 2021 was 160, somewhat down from the 168 of last year. The most boats recorded in recent years was last year's 168; lowest was 128 in 2013 and 2014. Counterintuitively, a 24% reduction in kayaks from 63 to 48 is the most notable change from 2020; additionally a greater percentage of kayaks and SUPs are being stored on CSA racks (65%) and fewer at the waterline. The number of sailboats stored on the beach at the waterline has held steady at 33 for each of the past three years, pretty much reflecting the capacity of area D.
 - Weekly checking of boat stickers by the Waterfront Committee has led to a number of non-compliant boats being removed from the waterline to boat jail, but the availability of boat parking remains very tight.

Boat Census—7/16/21
Boats by Waterfront area
Robert Cooper

Boat	A	D	E	F	G	H	Total
Butterfly	0	20	0	0	0	0	20
Sunfish/Sailfish	0	6	0	0	0	0	6
Catamaran	0	8	0	1	0	0	9
Other Sail (Type B)	0	1	4	0	0	0	5
Other Sail (Type A)	0	2	0	1	0	0	3
Windsurfer	0	1	0	0	0	0	1
Total Sail	0	38	4	2	0	0	44
Canoe	1	1	0	0	0	0	2
Rowboat/Dinghy	0	1	0	0	0	0	1
Kayak	0	41	0	6	0	1	48
Paddleboard	0	30	0	0	0	0	30
Inflatable**	0	2	0	0	0	0	2
Paddleboat	1	1	0	0	0	0	2
Total Human Power	2	76	0	6	0	1	85
Powerboats	0	0	8	0	18	0	26
Pontoon boats	0	0	4	0	1	0	5
PWC/Jet-Ski	0	0	0	0	0	0	0
Total Boats	2	114	16	8	19	1	160

** does not include inflatables attached to powerboats in E and G

A = West of Swimming area

D = East of Swimming area (beach boat storage)

E = Anchorages (West = 5 sail, 3 power, 2 jet ski, 1 pontoon; East = 6 power, 3 pontoon, 1 skiff)

F = Ladies' Beach

G = Shore Stations

H = East of Boat Dock

Boat Census—7/16/2021
Boats by Waterfront area
Robert Cooper

Boat	Total	Small Boat Storage (D)			
		WL	Back	Moorings	Dock
Butterfly	20	17	3	0	0
Sunfish/Sailfish	6	5	1	0	0
Catamaran	9	8	0	0	0
Other Sail (Type B)	5	1	0	4	0
Other Sail (Type A)	3	2	0	0	0
Windsurfer	1	0	1	0	0
Total Sail	44	33	5	4	0
Canoe	2	0	1*	0	0
Kayak	48	1	40*	0	0
Paddleboard	30	1	29*	0	0
Rowboat/dinghy	1	1	0	0	0
Paddleboat	2	0	1	0	0
Other/Inflatable	2	0	2	0	0
Total Human Power	85	3	73	0	0
Powerboats	26	0	0	8	18
Pontoon boats	5	0	0	4	1
PWC/Jet-Ski	0	0	0	0	0
Total Boats	160	36	78	16	19

[WL = Waterline; “Back” = In second row, or otherwise off the waterline]

* includes 32 kayaks, 19 paddleboards and 1 canoe up on CSA racks

Date: 7/21/2021

Committee: ad hoc Dune Bluff and Beach

Names of Committee Members: Carol Edmonds, Beth Wolszon, Lurette Frost, Jane Perrino, Jim Gosnell, Alan Marble, Lorry Spitzer, Jeff Peoples, David Belknap (chair)

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

	ISSUE	DATE PRESENTED TO BOARD	STATUS
1.	Erosion control for CSA bluff	Often	On Hold
2.	Provide temporary safe access for CSA members		Complete
3.	Provided guidance on seawall proposal from members		Ongoing

2. List significant ISSUES you anticipate bringing to the next few Board Meetings:

- Replacement of stairs to the beach
- Status of seawall construction and remediation efforts
- Enhanced boardwalk replacement including new scenic overlook south of the end of boardwalk
- Wildewood neighborhood runoff onto CSA land
- Dune rehabilitation and possible temporary closure next year

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:

Accomplished:

1. Decision to NOT do any hardening of the CSA Michigan bluff; no seawall or riprap
2. Provide temporary access to the beach for most able-bodied folks – sand ladder Installed
3. Opened the dune to use – removed orange fencing and signs at base of dune by parking area
4. Added “Beach Access” sign and a few arrow signs by the parking area to promote use of the boardwalk and sand ladder
5. Committee met in person to plan next steps
6. Met with Carolyn Thayer to begin the dialog for planting plan along boardwalk and at the dune and bluff

Future Activities:

1. Research options for future protection of the bluff for the next period of high water
 - a. Geotubes lead the pack as a moderate cost and non-permanent method to protect part or all of the toe of the bluff between the 2 seawalls
 - b. Examples of all options exist approximately 1 mile south of the Elberta beach below the Trillium Trail (north of the Grace Rd overlook)
 - c. Create a list of contractors & understand the process for use when the water levels rise and threaten our stairs and bluff
2. Plan for remediation of the construction access path
 - a. Boardwalk
 - b. Face of dune
3. Plan for rebuilding of stairs for general access to the beach after seawall construction
 - a. Identify design & build company & costs
 - b. Funding source(s)
 - c. Contractor for construction
4. Plan for enhanced scenic overlook south end of the boardwalk
5. Consider remediation of the top of the perched dune as recommended by Chris Grobbel (one of our consultants). This would require partial or complete closure of the dune.
6. Research the effect of the Wildewood Rd runoff which currently is channeled onto CSA property south of the boardwalk. This runoff may be contributing to the increased erosion of the CSA bluff just north of the Wildewood seawall.
7. Consider hiring Chris Grobbel to come back for a follow-up to discuss dune remediation and the Wildewood runoff onto CSA property
8. Communicate with the community on our plans/options and solicit input for further action

Respectfully submitted,

David Belknap
Chair of the ad hoc Dune Bluff and Beach Committee