

Lakeside Association Board of Directors

Meeting Minutes

August 4th, 2023

9:00 a.m. – 5:00 p.m. Drackett Hall

Association Board Members Present:

Jane Anderson - Chair
Jane Marx – Vice-Chair
Rev. Rachel Miller – Secretary
Todd Fowler – Treasurer
Jeff Beach – LPOA President
Elizabeth Erwin – LPOA Representative
Kay Panovec – West Ohio Conference Appointee
Rev. Scott Low – East Ohio Conference Appointee
Rev. Karen Graham – Lakeside United Methodist Church Representative
Paul Hubbard – Lakeside Chautauqua Foundation President
Charles Allen, Interim President/CEO
Jack Allen
Greg Buehler
Jim Hackbarth
Rob Huntington
Cindy Mahl
Greg Moore
Gwen Nichols
Michael Peterson (by Zoom)
Rev. Doug Winner

Foundation Board Members Present:

Paul Hubbard – Chair
David Workman – Vice-Chair (by Zoom)
Meredith Egan – Nominating Chair
Dave Blank – Treasurer
Charles Allen, Interim President/CEO
Jane Anderson – LKSD Assn. Board Chair
Todd Fowler – LKSD Assn. Treasurer
Jeannie Chaney
Jane Greene
Don Longwell (by Zoom)
Amy Skolnik
Randy Snow
Jim Young

Foundation Board Members Absent:

Katie Browning - Secretary
Eric Fudo

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Staff Present:

Gretchen Colon – V.P. of Advancement and Marketing
Dawn Drew – Executive Administrator
Jeannie Fleming-Gifford – V.P. of Programming
Sam Chelliah, V.P. of Finance

Chair Jane Anderson called meeting to order at 9:01 a.m. Opening Prayer was led by Rev. Doug Winner.

Approval of Meeting Agenda | Jane Anderson

Upon approval of the Meeting Agenda, the Chair briefly reviewed the fiduciary responsibilities of the Board, referred to the Staff Appreciation donation link, and circulated a sign-up sheet for volunteers to usher at the August 6 Hoover worship service.

It was decided that Board members' e-mail addresses will be published in the *Lakesider*.

Management Report | Charles Allen

Interim President/CEO, Charles Allen, gave thanks and appreciation to the team and to community member, Dave Blank, for his volunteer service, especially in the area of the assessments. He provided an overview of the "Building Community" theme for the Sesquicentennial. He provided an update to strategic, long-term priorities including the West Lakeshore Revetment project, Land Management & Development Task Force (LM&DTF) work, the Building Needs Assessment update, electrical panel upgrades, online series content, fall schedule, and re-engaging camp and pastor alumni.

A discussion followed regarding the changing customer base, demographics, and stewardship.

Jeannie Fleming-Gifford, V.P. of Programming, and Gretchen Colon, V.P. of Marketing and Advancement, provided an overview of Programming and Marketing.

The V.P. of Finance, Sam Chelliah, provided an assessment accounting review that will be shared with the community at the Finance Community Forum on August 5

12:00 Adjourned for lunch with representatives from 10 different community groups.

After lunch, the Foundation Board members (including Paul Hubbard, Jane Anderson and Todd Fowler), Sam Chelliah, Jeannie Fleming-Gifford, Gretchen Colon, and community group members exited the meeting.

1:00 p.m. Jane Marx called the meeting back to order.

Approval of Meeting Minutes | Jane Higgins Marx

Upon Motion duly made and seconded the Minutes from May 19, 2023, were approved.
Upon Motion duly made and seconded the Minutes from June 29, 2023, were approved.
The Consent Agenda was approved.

Reports of Standing Committees

Executive Committee

No report.



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Governance Committee

The Governance Committee will research definitions of membership and review Chautauqua Institute's definition of membership.

Upon motion duly made and seconded, the Board voted to amend Bylaws Article III, Section 1 (addition/change is in red):

Section 1. Board role, size, and compensation:

The Board is responsible for overall policy and direction of the Association, and delegates responsibility of day-to-day operations to the staff. The Board seeks to have a membership that reflects the breadth of the Lakeside experience. The Board receives no compensation other than reimbursement for reasonable and documented expenses.

The Board shall consist of seventeen to nineteen voting members, including:

- A) Five (change to six) ex officio members with voting privileges, confirmed by a vote of the Board:

One each nominated by the Bishops of the East and West Ohio Conferences of the United Methodist Church;

The Minister of the Lakeside United Methodist Church or his or her designated congregant;

The President of the Lakeside Property Owners Association;

One person elected by the Lakeside Property Owners Association;

The chairperson of the Lakeside Chautauqua Foundation Board;

- B) The remaining Board voting members shall be elected at the annual meeting of the Board, subject to procedures set forth in this Article III. Two-thirds of the elected Board members, not including ex officio members, shall be leaseholders or Island View grantees (commonly called property owners).

A discussion followed regarding the process for selecting new Association Board members to begin service in the next fiscal year beginning April 1, 2024. There are currently 6 applications.

Todd Fowler and Jane Anderson returned to the meeting.

Finance Committee

The Committee remains focused on finalizing funding options for the Streets and Drainage Capital project as well as a review of the assessment expenses, both imperative in determining the 2024/2025 budget.

Lakeside continues to benefit from services provided by Walter Himmelman, a fractional CFO from FocusCFO and Samuel Chelliah, Lakeside's Vice President of Finance, as well as guidance from Charles Allen, Interim CEO. The team completed the March 2023 year-end audit with no notable issues or adjustments noted. Debt level is consistent.



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A Proposed Amendment to Article III Section 5 (acquisition of debt) of the Bylaws was reviewed regarding whether it should be under the remit of the Finance Committee or the Governance Committee. The Finance Committee will work on clarifying the amendment and will bring it back to the November Board meeting.

Municipal Services Committee (MSC)

A motion was made and seconded to approve The Lakeside Association Surplus Property Policy. Motion carried.

Audit Committee

A motion was made and seconded to approve the issuing of the Audited Financial Statements for the fiscal year ending 3/31/23. Motion carried. The Audited Financial Statements will be posted on the Lakeside website right away. The 990s are being completed and will be ready before the November Board meeting.

Reports from Associated Groups

Paul Hubbard returned to the meeting.

Foundation Board

Motion duly made and seconded to confirm Nancy Bundy as a member of the Foundation Board. Motion carried.

3:00 p.m. Motion made and seconded to move into Executive Session. Motion carried.

Dawn Drew exited the meeting.

3:40 p.m. Regular session resumed. No action was taken. Dawn Drew returned to the meeting.

Memorial Garden LLC

Motion duly made and seconded to appoint Doug Winner to the Memorial Garden LLC Board of Managers. Motion carried.

Reports of Ad Hoc Committees

Succession Planning Committee

The CEO job posting is live, and applications will be accepted through 5:00 p.m. on 9/5/23. The Committee continues to meet weekly.

Streets and Drainage Task Force

No report.

Land Management & Development Task Force

Gwen Nichols reported on facilities updates and possible new projects. MSC pre-approved the land use subject to Management's decision to proceed.

Old Business

A petition signed by 84 households was addressed by the Chair at the 7/1/23 Community Forum. No further action. The LPOA is discussing the possibility of creating a Community Relations Committee to address cottage owners' concerns.

Board Annual Goals



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Proposed goals include developing a written policy regarding a culture where everyone feels valued, respected and supported; an ongoing schedule of Board policy review; and a strategic communications plan.

Dawn Drew exited the meeting.

4:38 p.m. Motion duly made and seconded to move into Executive Session. Motion carried.

Motion duly made and seconded to approve Minutes from the May 19, 2023 Executive Session. Motion carried. No other action was taken.

5:24 p.m. Charles Allen exited the meeting.

5:45 p.m. Motion duly made and seconded to move out of Executive Session. Motion carried. No action was taken.

5:45 p.m. Charles Allen re-entered the meeting.

5:56 p.m. After a closing prayer by Scott Low, motion made and seconded to adjourn meeting. Motion carried.

Next meeting scheduled for November 10, 2023.

Respectfully submitted,

Rachel B. Miller
Secretary of the Board



