

Save Black Lake Management Sub-Committee
Meeting Notes
December 5, 2012 6:30 PM

Present: Vernon Bonfield; Deb Wallace; Gail Schaller
Lake Stintzi, Greg Lee, Thu Ngo
Craig Ottavelli of OrgSupport

Administrative Support Presentation:

Craig Ottavelli of OrgSupport discussed the types of support that his organization provides to other boards, including office support; bookkeeping; report generation; sending mailers out to a mailing list; managing contact and other databases; and organizing and preserving documents. OrgSupport can also prepare checks to be signed, streamlining the bill-payment process.

OrgSupport contracts services based on the amount of work to be done over time. The work is expected to be cyclical, but their approach allows the contract expense to be held constant from month to month.

Services that OrgSupport will NOT take on include:

- Check-signing authority;
- Decision making;
- Filing of tax returns.

A preliminary estimate of the cost for OrgSupport to provide services to the Save Black Lake district in the future would be about \$2,000 per month.

Expected Expenses:

Following the presentation, we discussed the expenses that could be anticipated as we move forward and create either a Lake Management or Special Use District. Line items would include: insurance; organizational support; legal fees; County charges for work needed; printing and supplies; and tax preparation.

Revenues could include a second installment of \$50,000 from the same grant program that provided \$50,000 a few months ago. (We were approved for \$100,000 total, but only the first \$50K was funded.)

The group reviewed financial statements from management of Lake Lawrence and Lake Long to see what their actual expenditures looked like.

Next Steps:

A clear analysis of the pros and cons of Lake Management District formation vs. Special

Use District needs to be developed for presentation at the community meeting.

A preliminary recommendation needs to be agreed upon and prepared for presentation.

The next meeting is to be held on December 12th at 6:30 pm, at Vern's office to accomplish the two "Next Steps". The community meeting will be Dec. 13th.

The meeting was adjourned at 8:30 PM.