



Board of Directors Meeting Minutes

Date: March 21st, 2016

Time: 6:30pm – 8:00pm

Location: Jaspers Bar and Grill
6510 State Highway 44
Pickett, WI 54964

Present: Mike Diermeier, Jeff Lohry, Cotty Barrett, Jerry Stephens

Absent: John Schnorr, Dan Bergin, Marty Coopman, Tim Duenkel

Meeting called to order at: 6:35pm

1. Agenda Review.
 - a. Agenda was reviewed as received.
2. By-Laws Review.
 - a. Discussed revision process and documentation.
 - i. All agreed on the format of the revisions.
 - b. Need to add and SOP reference to the By-Laws.
 - c. Discussed splitting the Treasurer duties from the Secretary duties.
 - d. Minor typographical revisions suggested and will be corrected.
3. SOP review.
 - a. Reviewed and discussed SOP01 President.
 - i. Will remove draft line 4.5.2.
 - b. Reviewed and discussed SOP02 Vice-President.
 - i. Minor typographical revisions suggested and will be corrected.
 - c. Reviewed and discussed SOP03 Secretary.
 - i. Minor typographical revisions suggested and will be corrected.

- ii. Recommended that a line be added to drive annual review of bylaws and SOP's.
 - iii. Recommended to remove finance committee chair position from Secretary duties.
 - d. Reviewed and discussed SOP04 Treasurer.
 - i. Minor typographical revisions suggested and will be corrected.
 - ii. Removed wording from 4.1.3 to reflect current accepted practices.
 - iii. Remove all references to "executive" within SOP.
 - e. SOP's to be created.
 - i. SOP05 Membership Chair
 - 1. Discussed the duties.
 - 2. Current Membership Chair will provide draft wording.
 - ii. SOP06 Webmaster.
 - 1. Discussed the duties.
 - 2. Current Webmaster will provide draft wording.
 - iii. SOP07 Directors.
 - 1. Discussed roles and what is required.

4. Adjournment

- a. Next By-Law/SOP Meeting May 9th at Jaspers Bar and Grill at 6:30pm.

Meeting Adjourned at: 8:00pm

Respectfully Submitted,

Michael Diermeier
Secretary