

**Not Approved**  
**PLP&RD AGENDA & MINUTES POLICY**  
**March 16, 2024**

**MEETINGS**

As per Chapter 33 of the Wisconsin State Statutes, the Post Lake Protection and Rehabilitation District is committed to meeting at least quarterly and holding an annual meeting between May 22 and September 8 of each year. As a standard practice, on the date of the annual meeting, the board will also hold a separate quarterly meeting. A separate agenda and minutes will be prepared for each meeting.

**POSTING OF AGENDAS**

- Post Notice on PLIA Electronic Board (Date & Time)
- Post meeting notice and agenda on web site as soon as available.
- Post a web site link to the agenda on the Friends of Post Lake Facebook page when available.
- Publish meeting notice in Antigo Daily Times the week of the meeting, if possible
- Agenda posting is required in at least 3 locations and at least 3 days before the meeting.

The 3 locations below are the legal sites which are required.

- o North Trail Store
- o Bulletin Board at the PLIA Building.
- o Bulletin Board at Wagner's Shell
- o Other locations include: Elcho Bank, Builders Service, Sunset View

**ANNUAL & SPECIAL MEETINGS AGENDAS**

- All property owners must receive written notices at least 14-days in advance of meeting. Notice to include time, date, place, agenda and proposed annual budget.

**MINUTES**

- Unapproved minutes to be emailed to fellow board members upon completion. Board members asked to send back recommended edits to the secretary. An effort shall be made to complete the minutes within one week following the meeting.
- Unapproved minutes are to be completed and posted on the district's web site as soon as possible.
- Provide the Friends of Post Lake Facebook page with a web site link to the unapproved minutes upon completion.
- Quarterly Meeting minutes are to be reviewed and approved at the following quarterly board meeting.
- Minutes are to be completed and posted the same as quarterly meeting minutes, however, they shall be posted as Unapproved, until they are reviewed and approved at the next annual meeting.