

# Special Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

May 25, 2017

**Meeting was called to order** by Supervisor Amy Ferris at 2:00 p.m.

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, May, Nielsen, Sullivan, and Trentham were present, constituting a quorum.

**Agenda:** Ferris moved that the agenda be approved; May seconded: all ayes. Motion passed.

**Conflicts of Interest:** Ferris asked if there were any conflicts of interest; there were none.

**Public Comment:** None

**Discussion:** Led by mediator Wanda Joseph for the purpose of improving Board communications.

- **Good Communication Skills:**
  - Speaking: articulate clearly and concisely what you want; use common courtesy, e.g., no “attacks”; don’t be judgmental; stick to the topic; summarize back to the person what you believe they said and ask if it is correct and/or if there is more they want to say on the subject.
  - Listening: listen for the other person’s meaning [underlying what they are saying]; pay attention to the impact of what you say on others; pay attention to what type of communication works best with other people; recognize and respect other people’s point of view.
- **Unassigned non-statutory tasks and responsibilities:**
  - Sullivan will draft a list of unassigned tasks/responsibilities, identifying who has accepted which task and which remain to be accepted;
  - At the next Board meeting, other members will add any additional tasks they believe should be on the list and confirm which tasks they will assume until all tasks have been assumed.
- **Specific steps that will be taken to improve organizational communications in the future:**
  - Trentham will send out financial reports ahead of meetings when possible; she will also outline budget amendments in resolution form before meetings and give them to Sue.
  - Sullivan will solicit and distribute informational items to members ahead of meetings when possible; she will also flag items on the agendas that require action, so that members know to be prepared.
  - Nielsen suggested that members gather and present enough clear information in advance about a topic so that members are better able to make an informed decision about that topic.

**Public Comment:** The Board needs to get beyond personalities and collaborate more; the past Board’s working relationships were disastrous, but things have pulled together better under Ferris’ leadership; it is hard to work with the Township because of Ferris’ lack of leadership; organizational structure is not adequately defined; someone needs to be “in charge”.

**Meeting was adjourned at 5:10 p.m.**

Sue Sullivan, Clerk, reporting.