

Courthouse Area Neighborhood Association

523 South State Street; Appleton, Wisconsin 54911-6044

June 3, 1994

Dear Steering Committee Members:

For those of you who were not able to be at our last meeting, please review the enclosed minutes of that meeting carefully. Many important decisions were dealt with as we began the conversion from a steering committee into a nonprofit corporation.

The conversion process and the action taken so far are as follows:

1. Steering Committee approves Articles of Incorporation and names four incorporating officers. These four officers comprise the first four board of directors of the new corporation. (Completed.)
2. The four incorporating officers file the Articles of Incorporation. (In progress with attorney.)
3. The four incorporating officers adopt a set of bylaws to govern the corporation. (Partially done. It was decided at the last meeting that the Steering Committee approve of the bylaws before being adopted by the officers. While approval of a complete document is yet to be done, key points were approved regarding board size, terms, meetings and quorum. The committee also approved basic membership and voting provisions.)
4. The four incorporating officers elect five additional members to serve on the first board of directors. (To be done. Please note: our attorney recommended a board size of nine persons for the long term needs and efficiency of the organization. This means there are 4 current Steering Committee members who will need to serve as "advisors to the board" until terms become available. If you would like to serve as an advisor, please let one of the officers know before we are put in the position of having to decide.
5. The new Courthouse Area Neighborhood Association, Incorporated, solicits memberships and financial support. (To be done!)

If you have any further questions about the incorporation or the bylaws, Attorney Kathleen Arthur will be happy to address them at our next meeting. See you soon.

Frank C.