

**VOLUNTEER
COMMITTEE**

Thursday, January 3, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Approval of minutes from June 7th, 2018 meeting
4. BUSINESS.
 - a. Discuss Community Service Day 2019 tasks and timeframe
 - b. Discuss promoting and involving the McFarland Chamber and area businesses including sponsorship
 - c. Discuss Volunteer Coordinator position status
5. SCHEDULE NEXT MEETING DATE.
 - a. Tentative Date February 7th at 6:00 p.m.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE of McFARLAND
Draft - VOLUNTEER COMMITTEE
June 7, 2018

Call to order:

Chairman O'Hearn called the June 7, 2018 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center.

Members present: Trustee Shaun O'Hearn (chair), Village Board President Brad Czebotar and citizen members: Ken Brost and Susan Smith.

Members absent: Senior Outreach Director, Lori Andersen, citizen members: Kathy Lyons, Michael Shumway, and Ella Tschopik.

Staff present:

Volunteer Coordinator present: Outreach Case Worker, Briann Susdorf.

1. **Review and possible approval of the Minutes of the April 5, 2018 Volunteer Committee meeting.**
Motion by Czebotar, seconded by Smith, and carried 4-0 to approve the minutes of the April 5, 2018 meeting.
2. **Volunteer Coordinator Report.**
Susdorf announced that she would be leaving McFarland for a new fulltime job offer.
The committee thanked her for her commitment and hard work as Volunteer Coordinator and asked her to write up a short review of her experience. The committee also wishes her the best of luck in the future.
3. **Discussion regarding 2018 Community Service Day**
Everything went smoothly. About 200 participants enjoyed the photo booth, and their assignments.
Special Note * Kwik Trip has changed their process to request contributions for Community Service Day. Now, we will need to go online with corporate between November and December for an April date.
4. **Discuss possibility of Fall Service Day.**
The committee decided to shelve the idea for this year.
5. **Discuss Volunteer Appreciation Event on May 6th.**
11 volunteers appeared for the event. It was decided that a volunteer recognition event would be more logical as a fall or winter event.
6. The next scheduled meeting is **at 6:00 P.M. on Thursday, Aug. 2, 2018.**
7. **Agenda items to be discussed are:**
 - Review and evaluate the June 2, 2018 National Trail Day Festival held at McDaniels Park.
 - Plan a procedure to acquire a new Volunteer Coordinator.
9. **Adjournment**
Motion by Czebotar, seconded by Brost, and carried 4-0 by acclamation to adjourn the meeting at 6:40 P.M.

Respectfully submitted,
Jackie Burger (citizen), Volunteer Recorder



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 3, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss Community Service Day 2019 tasks and timeframe

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Community Service Day Timeline 2018

Community Service Day Timeline 2018

Tasks to be completed in December:

- Contact group leaders to get a commitment for Community Service Day and invite to January Volunteer Committee Meeting (Contact McFarland State Bank re: shredding & Community Service Day)
 - Shredding date is set for Sat,

Tasks to be completed in January:

- Order banners
- Order posters (Brad)
- Submit article for the Village Outlook (Brad?)
- Contact recycling company (Kathy)
- Secure sponsors; incentives? (Brad)
 - McFarland Café & Culvers provided free ice cream tokens last year
 - Kwik Trip provided coffee
- Contact Dept. Heads to update volunteer opportunities (Tom did last year, Lauren doing this year)- ask Matt to attend Dept. Head meeting/talk to Lori
- Reserve Community Room for Friday, April 21 & Saturday, April 22 (Lauren)

Tasks to be completed in February:

- Meet with Stephanie Miller (Cable Dept.) to discuss Community Service Day (Lauren)
 - Social Media promotion ideas? (Last year did Instagram, Facebook, cable channel, website, Marquee); Cable Dept. took photos/video day of
- Talk with Cody Lundquist, IMMS teacher- Social Media promotion ideas with IMMS
- Talk to Megan Beckler, MYC Director re: Community Service Day (Lauren)

Tasks to be completed in March:

- Update Sign Up Genius (active middle of March) (Dennis)
- Event promotion:
 - Posters- youth center distributes (35 posters, list of businesses in which to post)
 - Banners- Grant signs; Public Works puts up (March 23, 2016)
 - Article in Thistle (Brad submitted last year, they did not use)
 - Will contact Tim Alecia
 - Marquee signs (School, McFarland State Bank, Ken's, Cable Dept.)
- Update sign-up sheets for lobby
- Put up lobby sign (banner) (Lauren & Lori did last year; Tom- March 28)
- Update lobby hand-outs
- Confirm recycling business to have on-site (Kathy)
- Order/purchase supplies for day of April 22, 2017 (Tom/Lauren)

Tasks to be completed in April:

- Have Social Media up & running before Community Service Day (Lauren)
- Set up lobby Monday, April 3 (Tuesday, April 4 is Election Day) (Lauren/Tom)
 - Tables with sign-up sheets
 - Info on recycling & shredding
 - Thank-you sponsor signs recognizing business sponsors (TV monitor in lobby-Cable Dept.; Tom w/schools)
- Promote volunteerism on Election Day (Tuesday, April 4) (Tom, Dembroski's?; Lauren & Lori will be working that day and on-site)
- Update & align lobby and internet sign-ups ever 2-3 days until day of event (Lauren)
- Coordinate supplies to have on-hand with Public Works
- 1-2 days prior to event remove lobby sign-up sheets (Lauren)

Day before event (Friday, April 21 2017): (Lauren/Tom)

- Set up Community Room (set-up same as last year with tables set up around outer edges and volunteers make their way around the room)- put up table signs (Lauren)
- Set up table for refreshments (back corner); volunteers may drop off ahead of time
- Set up table for supplies (trash bags, gloves, vests, buckets/cleaning supplies, grabbers)
- Set up table for check-in (nametags, social media promotion, incentives, feedback survey) (Lauren staffed last year; help from youth center this year?)
- Ensure lobby and rooms needed for activities will be open the next morning (Lauren)
- Pick up large cooler for water and coffee containers (Fire/EMS)
- Have Village maps on hand (last year provided one to each park/roadside clean-up volunteer when they checked in)

Day of event (Saturday, April 22, 2017):

- Get coffee at Kwik Trip (Brad)
- Finish setting up tables (check-in/refreshments/supplies/etc.)
- Train check-in volunteers and assign volunteers/committee members to stations
 - Lobby greeters (Tom/Brad did last year?)
 - Individual volunteer assignments (Kathy staffed a table, Dembroski's staffed a table, volunteer staffed a table last year; Lori staffed supplies)

Tasks to be completed in May (Post-Community Service Day):

- Acknowledge volunteers for time & service on April 22, 2017
- Assess Spring 2016 Community Service Day
 - Feedback from surveys- ways to improve for next year?
 - Photos/video captured
 - Discuss potential of Fall Community Service Day
- Inventory of supplies for 2018



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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None