

**VOLUNTEER
COMMITTEE**

Thursday, February 7, 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 January 3, 2019 meeting
4. BUSINESS.
 - a. Discussion on Community Service Day Tasks completed and those tasks still to be completed within the next month
 - b. Discussion on McFarland Business involvement on Community Service Day.
 - c. Discussion on concept and feasibility of post event picnic.
 - d. Discussion, creation, and possible action regarding questions to be posted on Polco.
5. SCHEDULE NEXT MEETING DATE.
 - a. Next meeting date of whole committee to be scheduled for March 7, 2019 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
January 3, 2019

Call to order:

Chairman O'Hearn called the January 3, 2019 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: citizen member: Ella Tschopik. [Kathy Lyons and Michael Shumway have resigned from the committee.]

Staff present: Senior Outreach Director, Lori Andersen

Volunteer Coordinator present: position vacant

1. **Review and possible approval of the Minutes of the June 7, 2018 Volunteer Committee meeting.**
Motion by Brost, seconded by Czebotar, and carried 4-0 to approve the minutes of the June 7, 2018 meeting.
2. **a. Business: Discuss Community Service Day 2019 tasks and framework.**
The 11th annual **McFarland Community Service Day is scheduled for April 20, 2019.** Committee members reviewed the timeline and assigned tasks. McFarland Bank will be hosting 'shredding' on April 20th. Sign-Up Genius will be reviewed and updated by Kathy Lyons, Brenda, and Lauren.

b. Business: Discuss promoting and involving the McFarland Chamber and other businesses including sponsorships.
Chairman O'Hearn suggested that the committee consider a community wide "Spring Celebration" to occur shortly after the Service Day morning tasks are completed. The committee discussed the feasibility of the idea and continued with suggestions for location, food and entertainment. It was recommended that local businesses would/could be involved by providing publicity and sponsorships. An ad hoc committee will investigate this concept further.

c. Discuss Volunteer Coordinator position status.
Andersen stated that the Outreach Department has been advertising and interviewing for a case manager who could also serve as the Volunteer Coordinator.
3. The next scheduled meeting is **at 6:00 P.M. on Thursday, February 7, 2018.**
4. **Agenda items to be discussed are:**
 - Discuss 2019 Community Service Day and extended activity and complete task assignments.
 - Develop a formal job description for the Volunteer Coordinator.
5. **Adjournment**
Motion by Brost , seconded by Smith, and carried 4-0 by acclamation to adjourn the meeting at 6:55 P.M.

Respectfully submitted,
Jackie Burger (citizen), Volunteer Recorder