

**VOLUNTEER
COMMITTEE**

Thursday, June 6, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and approval of minutes for May 2, 2019
4. BUSINESS.
 - a. Approval of revised draft of volunteer brochure.
 - b. Review Village of McFarland website for volunteering and identify web-based options and processes.
 - c. Discuss potential fall community volunteering event.
5. SCHEDULE NEXT MEETING DATE.
 - a. Discuss next meeting date for September 5, 2019
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
May 2, 2019

Call to order:

Chairman Kryzenske, who replaced Shawn O'Hearn, called the May 2, 2019 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center.

Members present: Village Board Trustee Eric Kryzenske (chair), Village Board President Brad Czebotar and citizen members: Ken Brost and Susan Smith.

Members absent: citizen member: Ella Tschopik resigned from the committee.

Staff present: Senior Outreach Director, Lori Andersen.

Volunteer Coordinator present: Outreach Case Worker Katie Gletty-Syoen.

1. **Review and possible approval of the Minutes of the April 4, 2019 Volunteer Committee meeting.**

Motion by Czebotar, seconded by Smith, and carried 3-0 with one abstention to approve the minutes of the April 4, 2019 meeting.

2. **a. Business: Review Community Service Day 2019 with recommendations for 2020.**

Gletty-Syoen led the discussion by stating that the beautiful day went very smoothly with more people showing up on the day than originally signed up. The surplus food was donated to local churches and the Food Pantry. She also shared a sample of the thank you letters that she created complete with personalized pictures to the volunteers. A local high school student took the pictures that she used.

Listed below are some of the ideas and recommendations for the future.

- Start the Sign-up before April 1st.
- List "World of Ron" (recycling of electronics, etc.) as a sponsor.
- Set up Educational booths or flyers about how to recycle hazardous wastes, motor oil, etc.
- Brost and Czebotar said that the banners and posters need to be replaced and updated. Gletty-Syoen said that she would contact the high school art and marketing department teachers to possibly develop curriculum that would include creating new ones before next December.
- Smith raised the possibility of a fall clean-up event. After discussion, it was suggested that local businesses and organizations could make a financial contribution to the committee or 'adopt a task' to be performed at their discretion.

b. Business: Review Draft Volunteer Brochure.

Gletty-Syoen distributed copies of the brochure that she created. Committee members were impressed with the information and pictures that were included. Czebotar suggested that Gletty-Syoen work with Stephanie to include information and pictures of Community Service Day in the next Outlook. Also, it was suggested that the article should include the name of the student who shared the photographs.

3. The next scheduled meeting is **at 6:30 P.M. on Thursday, June 6, 2019.**

4. **Agenda items to be discussed are:**

- Discuss a fall event and what it would look like by encouraging businesses and associations to participate on a day convenient to each of them.

- Contact high school staff about curriculum planning for creating new posters and banners.
- Enlist a high school student to be a committee member.
- Discuss ways to promote Volunteer Recognition.

5. **Adjournment**

Motion by Brost, seconded by Smith, and carried 4-0 by acclamation to adjourn the meeting at 7:05 P.M.

Respectfully submitted,
Jackie Burger (citizen), Volunteer Recorder



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, June 6, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Approval of revised draft of volunteer brochure.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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MEETING DATE: Thursday, June 6, 2019

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CONTACT:

AGENDA ITEM: Review Village of McFarland website for volunteering and identify web-based options and processes.

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ATTACHMENTS:

None



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MEETING DATE: Thursday, June 6, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss potential fall community volunteering event.

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None