

**VOLUNTEER
COMMITTEE**

Thursday, August 1, 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 6, 2019 Meeting.
4. BUSINESS.
 - a. a. Review placement of Volunteer Program information on website with Stephanie Miller, Communications/Technology Director.
 - b. b. Discuss Volunteer Recognition Guidelines--nomination guidelines, submission forms (paper/online), publicity.
 - c. c. Discuss "Gold Star" Business Recognition. Potential partnership with Chamber of Commerce. Guidelines, nominations, publicity.
 - d. d. Discuss development of future fall volunteer event. Partnerships with the McFarland High School clubs, and non profit organizations, example Clean Lakes Alliance.
 - e. e. Discuss development of winter volunteer program, "Adopt a Fire Hydrant."
5. SCHEDULE NEXT MEETING DATE.
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 6, 2019

Call to order:

Chairman Kryzenske called the June 6, 2019 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center. He also welcomed the new committee member, Jennifer Tryzna.

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

Members absent: citizen member: Susan Smith.

Staff present: Senior Outreach Director, Lori Andersen.

Volunteer Coordinator present: Outreach Case Manager, Katie Gletty-Syoen.

1. **Review and possible approval of the Minutes of the May 2, 2019 Volunteer Committee meeting.**

Motion by Czebotar, seconded by Brost, and carried 3-0 with one abstention to approve the minutes of the May 2, 2019 meeting.

2. **a. Business: Approval of revised draft of volunteer brochure.**

The committee approved the revised volunteer brochure after suggesting a few changes and additions. Czebotar requested that the brochures be placed at several locations in the community to create more exposure and awareness of volunteer possibilities. Andersen asked if the brochures should be professionally printed and the committee members felt that it would not be necessary.

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

After an extensive review of the history and activities of the Volunteer Committee and the Volunteer Coordinator's role, the committee members identified the following ideas as the primary goals of the committee: neighbors helping neighbors, assisting the village with task completion, and promoting the development of a Community Center. As a result, the Volunteer section of the Village website should include an update of the description and volunteer forms. It could also include pictures of volunteers, a Gold Star Business Recognition portion, and a way for individuals and small groups to request volunteers.

c. Business: Discuss potential fall community volunteering event.

Several ideas were discussed.

3. The next scheduled meeting is **at 6:00 P.M. on Thursday, August 1, 2019.**

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

- Discuss a fall event and what it would look like by possibly 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.
- Review and update the Volunteer Website.

5. Adjournment

Motion by Brost, seconded by Czebotar, and carried 4-0 by acclamation to adjourn the meeting at 7:45 P.M.

Respectfully submitted,
Jackie Burger (citizen), Volunteer Recorder



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 1, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: a. Review placement of Volunteer Program information on website with Stephanie Miller, Communications/Technology Director.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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SECTION: Business

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CONTACT:

AGENDA ITEM: b. Discuss Volunteer Recognition Guidelines--nomination guidelines, submission forms (paper/online), publicity.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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MEETING DATE: Thursday, August 1, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: c. Discuss "Gold Star" Business Recognition. Potential partnership with Chamber of Commerce. Guidelines, nominations, publicity.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

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CONTACT:

AGENDA ITEM: d. Discuss development of future fall volunteer event. Partnerships with the McFarland High School clubs, and non profit organizations, example Clean Lakes Alliance.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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MEETING DATE: Thursday, August 1, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: e. Discuss development of winter volunteer program, "Adopt a Fire Hydrant."

PREVIOUS ACTION:

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ATTACHMENTS:

None