

**VOLUNTEER
COMMITTEE**

Thursday, September 5, 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. Motion to approve the minutes of the August 1, 2019 volunteer committee meeting.
4. BUSINESS.
 - a. Discussion on fall volunteer event based on the "Don't Leaf the Lakes" initiative.
 - b. Update on redesign of Volunteer Section of website.
 - c. Update of Volunteer Recognition articles in Senior Outreach Newsletter and McFarland Outlook Newsletter.
 - d. Discussion of potential winter program, "Adopt a 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
August 1, 2019

Call to order:

Chairman Kryzenske called the August 1, 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, Susan Smith, and Jennifer Tryzna.

Members absent:

Staff present: Senior Outreach Director, Lori Andersen.

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

Guest present: Communications and Technology Director, Stephanie Miller

1. **Review and possible approval of the Minutes of the June 6, 2019 Volunteer Committee meeting.**

Motion by Czebotar, seconded by Brost, and carried 4-0 with one abstention to approve the minutes of the June 6, 2019 meeting.

2. **a. Business: Review placement of Volunteer Program information on website with Stephanie Miller, Communications/Technology Director.**

Using a power point program, Miller displayed the updated Village website. She and committee members discussed ways to make the 'Volunteer Center' piece of the website more appealing and user friendly. Among the ideas presented were:

- Generating brief descriptions of goals and objectives
- Displaying graphics and pictures
- Including a link to "Sign-up Genius"
- Including a list of volunteer opportunities generated by Gletty-Syoen
- Updating/streamlining volunteer forms

Miller and Gletty-Syoen will meet to develop a new 'Volunteer Center' page and present the results to the committee.

b. Business: Discuss Volunteer Recognition Guidelines, submission forms (paper/online), publicity.

Volunteer Recognition would serve a dual purpose. First, it's an opportunity to thank the volunteer/s for the service, and second, it serves as an advertisement to make citizens aware of ways to serve the community. The committee members contributed several ideas for guidelines, submission forms, and publicity. Gletty-Syoen will prepare an article that recognizes a volunteer for the next Outlook.

c. Business: Discuss "Gold Star" Business Recognition.

This agenda item is tabled until a future meeting.

d. Business: Discuss development of future fall volunteer event. Partnerships with McFarland High School clubs, and nonprofit organizations, example Clean Lakes Alliance.

For various reasons, all resources that Gletty-Syoen contacted were interested in a future commitment but were not ready to participate this fall.

e. Discuss development of winter volunteer program, “Adopt a Fire Hydrant.”

Committee members discussed ways to get people to adopt a fire hydrant, a storm grate near their house, and other volunteer opportunities. Gletty-Syoen and Miller also displayed a video that demonstrated how to clear snow/ice around a hydrant.

3. The next scheduled meeting is at 6:00 P.M. on Thursday, September 5, 2019.

4. **Adjournment**

Motion by Brost, seconded by Tryzna, and carried 5-0 by acclamation to adjourn the meeting at 7:30 P.M.

Respectfully submitted,
Jackie Burger (citizen), Volunteer Recorder



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, September 5, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discussion on fall volunteer event based on the "Don't Leaf the Lakes" initiative.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, September 5, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Update on redesign of Volunteer Section of website.

PREVIOUS ACTION:

ISSUE SUMMARY:

Website Redesign in process: <https://www.mcfarland.wi.us/volunteer>

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, September 5, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Update of Volunteer Recognition articles in Senior Outreach Newsletter and McFarland Outlook Newsletter.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, September 5, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discussion of potential winter program, "Adopt a Hydrant."

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 20190823 Hydrants size E

