

Village of McFarland
VOLUNTEER COMMITTEE
March 5, 2020

Call to Order:

Chairman Kryzenske called the March 5, 2020 meeting of the Volunteer Committee to order at 5:00pm in Conference Room A of the McFarland Municipal Center.

Members Present: Village Board Trustee Eric Kryzenske (chair), Village Board President Brad Czebotar, citizen member Ken Brost, citizen member Jen Tryzna.

Members Absent: citizen members: Susan Smith

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

Guests: Jim Mogden, Community Member and Emily Trainor of Habitat ReStore

1. **Public Appearances:** Emily Trainor, Director of Habitat ReStore of Madison and Habitat ReStore Volunteer and McFarland Community Member, Jim Mogden attended to share information about the Habitat ReStore and potential ways that the McFarland Volunteer Committee could collaborate with the Habitat ReStore.
 - a. They would be able to offer a large donation truck and driver to collect materials at the McFarland Community Service Day, which would divert salvageable materials (building materials, furniture, fixtures all in working order) from the landfill to be sold at the ReStore. They would accept different materials, distinct from World of Ron's electronics recycling, which we have had an ongoing relationship with. ReStore volunteers and staff would be available to assist with the event from 8am to noon that day. Committee agreed that this would be a great addition to our event, and we would be able to accommodate the truck in our parking lot along with the World of Ron pick up. Emily will send a digital copy of their flyer to clarify acceptable donations, which we can post alongside the event flyer.
 - b. As an additional volunteer opportunity, ReStore has palletized boxed furniture which has been donated that can be assembled. This would present a potential indoor option for groups or families to participate in. Katie will check to see if the Training Room would be available on Community Service Day to accommodate this activity, and then list that on the Sign Up Genius as an option.
 - c. Discussed working with Habitat ReStore for a workshop for a potential fall event to promote sustainability programs to minimize landfill waste. Will continue to discuss possibility of partnership for future programs.
 - d. Katie will talk to Emily to gather information/statistics about sustainability programs to include on informational board, such as number of tons of waste diverted from landfills per year, etc.
2. **Approval of Minutes.** Review and possible approval of the Minutes of the February 6, 2020 Volunteer Committee Meeting.
 - a. Grammatical and punctuation corrections by Kryzenske.
 - b. Motion by Brost, seconded by Tryzna, carried 4-0

3. Business

- a. Volunteer Spotlight. Gletty-Syoen spoke with Sayer Larson, Parks Superintendent to identify an exemplary volunteer who has demonstrated above and beyond dedication to our Parks in the Village of McFarland. Larson recommended Jim Heaton, who has worked for years with the Marsh Woods Park Restoration. Gletty-Syoen has reached out to Jim and has an interview scheduled. She will write up the Volunteer Spotlight article and submit to Stephanie Miller along with a photo by the deadline for McFarland Outlook.
- b. Donations for McFarland Community Service Day
 - i. Received \$50 from Kwik Trip. Czebotar reached out to them with a request and they mailed two \$25.00 gift certificates which can be used to purchase coffee, snacks, and supplies. Gletty-Syoen will prepare a list to place the order one week prior to the event, and Czebotar and Brost will collect the gift certificates and pick up items on the morning of Community Service Day.
 - ii. Gletty-Syoen sent letters to McFarland State Bank and McFarland House Café requesting donations. Czebotar received a verbal confirmation from Shaun O’Hearn of McFarland House Café that they will be donating ice cream/coffee gift cards for volunteers.
 - iii. Czebotar submitted request for donation of custard tokens from McFarland Culvers. They have agreed to donate 500 tokens for free scoops of custard. Czebotar will pick them up prior to the event.
 - iv. Gletty-Syoen will ask Chris Dennis, EMS Director for the use of two large coffee carafes from the EMS Department and will arrange for Czebotar/Brost to pick up to be filled on the morning of the event.
 - v. Gletty-Syoen will review needed supplies, such as reachers, paper towels, and cleaning spray and obtain them from McFarland True Value.
 - vi. Habitat ReStore will donate work gloves for all volunteers. Jim Mogden will arrange a time to drop them off with Gletty-Syoen
- c. Task List for McFarland Community Service Day
 - i. Gletty-Syoen spoke with Sayer Larson to discuss which parks should receive volunteer work. Decided to emphasize the Urso Dog Park.
 - ii. Craig Sherven, Police Chief agreed to host volunteers for Police Car Washing on Community Service Day.
 - iii. Discussed addition of a Shredding Event. According to Czebotar, McFarland State Bank used to offer this service on Community Service Day, but found that it was too difficult to manage traffic flow at their location due to the high demand for the service. Also, they have had challenges sourcing a vendor. Discussed attempting to add this service to our event as the community seems to have interest. Jen Tryzna agreed to research vendors to check availability and pricing. Katie will then reach out to the McFarland High School to see if we would be able to utilize the High School parking lot for the service to

better manage traffic flow. Gletty-Syoen will also reach out to McFarland State Bank to see if they would be willing to cover the cost of the service as a potential sponsor. Gletty-Syoen will also reach out to the MHS Ambassadors to see if they would be willing to volunteer to organize attendees. Discussed the potential for locating such an event at the Hockey Rink or Curling Club, but may have conflicts with youth soccer at those locations.

- iv. Gletty-Syoen will update the World of Ron flyer with new information provided by World of Ron regarding items eligible for electronics donation, and emphasize that items containing sensitive data must be unlocked in order to be wiped.
- d. Flyer. Discussed two final drafts of flyers for the McFarland Community Service Day. One was completed by a student at MHS. Stephanie Miller, Director of Communications and Technology, and Katie Gletty-Syoen met with the student to discuss alterations. The final version did not quite meet the expectations that were set forth. Miller and Gletty-Syoen collaborated to create an alternate flyer. The committee was presented with both flyer designs and chose to move forward with the design by Miller/Gletty-Syoen for clarity. Committee hopes to develop continued collaboration with McFarland School District in the future. Flyer was reviewed. Habitat ReStore will be added as a sponsor. Gletty-Syoen will place order for flyers through Badger Graphics. Banner design will be developed by Stephanie Miller, using design elements to match the flyers. Banners will include logo, "Resolve to Get Involve," "Saturday after Earth Day," and information about signing up at the Village of McFarland website. Gletty-Syoen will order 4 banners from Grant Signs
- e. Discuss Outreach to Business Community
 - i. Brad Czebotar and Katie Gletty-Syoen have meeting scheduled with Becky Rodgers of the McFarland Chamber of Commerce on Friday, March 6th at 8am to discuss collaboration with Business community.
 - f. Jim Mogden indicated an interest in joining the Volunteer Committee as a Community Member. He submitted written intent to Brad Czebotar for Village Board approval.

4. Schedule Next Meeting Date

- a. Set meeting for Thursday, April 9th at 6pm.

5. Adjournment

- a. Motion by Ken Brost, seconded by Brad Czebotar, and carried by 4-0 by acclamation to adjourn the meeting at 7:00pm

**Respectfully submitted,
Katie Gletty-Syoen, staff member**