

**Village of McFarland
VOLUNTEER COMMITTEE
February 6, 2020**

Call to Order:

Chairman Kryzenske called the February 6, 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

Staff Present: Senior Outreach Director, Lori Andersen; Parks Superintendent, Sayer Larson.

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

1. **Approval of Minutes.** Review and possible approval of the Minutes of the January 2, 2020 Volunteer Committee Meeting.
 - a. Correction by Eric Kryzenske: section c, bullet point #4, spelling correction of "Czebotar."
 - b. Motion by Czebotar, seconded by Brost, carried 3-0
2. **Business**
 - a. Sayer Larson, McFarland Parks Superintendent discussed Woodland Restoration Volunteer Project & potential collaborations with Volunteer Committee and Parks moving forward.
 - i. Four parks were chosen as focal points for restoration work (listed in order of scheduled workdays): Sigglekow Road Park, Marshwoods Park, Indian Mound Park, and Woodland Commons. Parks were chosen by need of work to be completed, as well as to spark volunteer interest in different areas of the village. Marshwoods Park will work towards opening sight lines to Lower Mud Lake.
 - ii. Work will be completed in phases. First phase is the removal of woody shrubs, including non-native species such as buckthorne and honeysuckle, as well as overgrown native dogwoods. This work is best done in winter months when herbaceous layer of woods has died back. At Sigglekow Rd. Park, 5 tandem loads of accumulated wood were cleared out at workday. Phase 2 will be to remove herbaceous invasive species in the springtime, including garlic mustard. Future phases can include volunteer workdays in the late summer/fall to collect native seeds.
 - iii. Sayer discussed moving towards a model where volunteers are trained as crew leaders in different parks to better manage workflow and project management, with guidance from Parks leadership and staff. Discussed collaboration with county agencies, such as Dane County UW Extension to offer training programs open to the public for volunteers and volunteer crew leaders.

- iv. Discussed need to review liability protocol for volunteers in parks, and, in particular, working with youth groups/school groups in park settings without guardians present. Sayer is in contact with Cassandra Suetter. Katie will reach out to Cassandra and obtain information from Village legal counsel. Jen Tryzna offered to informally review drafted documents.
 - v. Sayer has worked as an employee with both Dane County Parks and City of Madison Parks, and gave a quick overview of the different strategies for Volunteer Coordination at those agencies. Sayer will forward information regarding liability protocols/paperwork from those organizations to use as examples.
 - vi. Discussed potential for Geocaching programming in McFarland Parks in the future to engage more youth in our parks and natural areas.
- b. Volunteer Spotlight was discussed.
- i. The Feb-May McFarland Outlook featured Barb Obst as the Volunteer Spotlight for her work with the E.D. Locke Public Library and Friends of McFarland Library. Article was shared with committee members.
 - ii. Sayer Larson will forward two potential candidates for volunteer recognition who have been dedicated to Parks/Natural Areas in McFarland. Committee agreed to have Katie Gletty-Syoen work with Sayer Larson to determine a final candidate and conduct an interview for the next Outlook publication, with the article and photo due by April 2nd.
 - iii. Discussed budget for Volunteer programs. Katie suggested presenting each Volunteer Spotlight recipient with a copy of the article with a custom frame. Committee approved the purchase of frames. Katie has copies of the articles of the past two recipients. Jen Tryzna suggested displaying framed articles somewhere in the Municipal Center. Will continue discussion regarding potential placement in building.
 - iv. Current budget for Volunteer Committee programming is approximately \$1500 in funds via the Village of McFarland Budget. Per Katie Gletty-Syoen's discussion with Matt Schuenke, spending for the McFarland Community Service Day should come to approximately \$500 of funds. Committee members requested clarification regarding the statement, "The Village Board contributes funds to recognize volunteers and other employee recognition programming needs might be warranted." Katie Gletty-Syoen will reach out to Matt Schuenke for clarification regarding budget allocations.
- c. Discuss McFarland Community Service Day—Saturday, April 25th.
- i. Sign Up Genius will go live & lobby sign up will be displayed on First Day of Spring (March 19, 2020). Community Service Day will always be on the Saturday following Earth Day, which is Saturday, April 25th this year.

- ii. New banners will be ordered for \$100/each with the same specifications/size as previous banners through Grant Signs. Four banners will be ordered: one for Larson Park, one on south side of town on Siggilkow, one on north side of town on Sigglekow, and one for lobby. Katie Gletty-Syoen and Stephanie Miller will work to develop a banner design that complements the new flyer design. Banners will state, "Saturday after Earth Day" rather than a specific date so there will be no need to alter the banners each year.
 - iii. Reviewed flyer design submissions from McFarland High School and Lindy Weisman's graphic design class. Committee chose to move forward with a particular design, but alterations were needed. Katie Gletty-Syoen and Stephanie Miller will reach out to the student to work on some changes to the design for a final draft. If the student is not available for additional editing work within the timeline, the flyer design by Katie Gletty-Syoen will be used. Badger Graphics will be printing posters. Thirty-five, 12"x18" posters at \$1.80 each will be ordered. Ken Brost offered to pick up posters to save on freight.
 - iv. Brad Czebotar will request donations from Kwik Trip and Culvers. Katie Gletty-Syoen will send a donation request letter to McFarland State Bank and McFarland House Café.
- d. Discuss Outreach to Business Community
- i. Brad Czebotar, Lori Andersen and Katie Gletty-Syoen will be attending the Chamber of Commerce event tonight, Thursday, February 6th and will reach out to Chamber leadership to arrange for a meeting to discuss potential collaboration between the Chamber and the Village of McFarland Volunteer Program.
- e. Discuss Fall Sustainability Fair
- i. Katie Gletty-Syoen presented examples of events in other communities that are similar in scope to the Sustainability Fair that the Volunteer Committee has been envisioning. Eric Kryzenske suggested the potential for planning a combined event with other communities. Brad Czebotar emphasized the importance of creating an event that is more McFarland-specific. Katie Gletty-Syoen discussed that the planning for an event needs to fit within the current capacity for the committee and staffing. Committee decided to postpone discussion for fall event until after the McFarland Community Service Day.

3. Schedule Next Meeting Date

- a. Discuss next meeting date for April.

4. Adjournment

- a. Motion by Ken Brost, seconded by Brad Czebotar, and carried by 4-0 by acclamation to adjourn the meeting at 6:30pm

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