

**Village of McFarland**  
**VOLUNTEER COMMITTEE**  
**September 3, 2020**

**Call to Order:**

Chairman Rupert called the September 3, 2020 meeting of the Volunteer Committee to order at 6:00pm in the Community Room of the McFarland Municipal Center.

Members Present: Village Board Trustee Justin Rupert(chair), Village Board President Brad Czebotar, citizen member Ken Brost, citizen member Jen Tryzna, citizen member Jim Mogden, citizen member Rachel Fisher-Kay, citizen member TJ Jerke.

Members Absent: None

Staff present: Senior Outreach Director, Lori Andersen, Outreach Case Manager, Katie Gletty-Syoen.

Guests: None

1. **Approval of Minutes.** Review and possible approval of the Minutes of the August 6, 2020 Volunteer Committee Meeting.
  - a. Motion by Rupert, seconded by Tryzna, carried 7-0
2. **Business**
  - a. Discuss International Coastal Clean Up Day/Party for the planet event on September 19, 2020 coordinated through Dane County Land and Water Resources and Henry Vilas Zoo. <https://www.henryvilaszoo.gov/party-for-the-planet/>: Gletty-Syoen discussed the process for organization and implementation of International Coastal Clean Up Day. Brad Czebotar and Justin Rupert will plan to be there to assist/volunteer that day. Stephanie Miller will have Communications Technology staff on site to take photo/video of the event. Fisher-Kay requested process for sharing information about the event. Links will be sent out after September 8<sup>th</sup> to share via social media/email. Jerke emphasized that data collection would be useful to inform future events/policy making. Event will take place in the morning of Saturday, September 19<sup>th</sup>. Volunteers will receive information/map with specific instructions about the site they have registered for, with systems in place to minimize contact between volunteers and maintain appropriate/safe social distancing. Gletty-Syoen displayed example format for sheets to be given to volunteers.
  - b. Discuss McFarland Senior Outreach Meals on Wheels volunteer recruitment campaign. Gletty-Syoen shared new flyer for volunteer recruitment and discussed potential for creating a video with interviews of current volunteers, representing different demographics. Confirmed interest from a number of volunteers. Gletty-Syoen is hoping to identify a retiree volunteer to demonstrate the diversity of our team. attend a single day event, yet they want to contribute volunteer hours in the community. Committee decided to use the logo that was created for the 2020 McFarland Community Service

- c. Discuss outreach to McFarland Chamber of Commerce and collaboration with business community. Discussed the potential to implement a Volunteer Spotlight for a business to recognize service and promote volunteerism. Fisher-Kay spoke up in favor of program. Gletty-Syoen discussed need for guidelines for eligibility for Volunteer Spotlight. This opened up a discussion about scope of Volunteer Program and the need to clarify perimeters. Questions raised about what kinds of volunteerism that we will be recognizing and the difference between Village of McFarland municipal departments, which are the volunteer positions that we promote and recognize traditionally, or opening up to recognize other outside community organizations that utilize volunteers, such as the Larson House, Food Pantry or Community Garden. Mogden offered that many of those organizations already have a process for volunteer recognition within their structure. Gletty-Syoen brought up that it may be a conflict for a government body to recognize a group that is volunteering within a faith organization. Jerke referenced the mission of the committee and felt that any volunteerism that benefits residents of the village would be appropriate for recognition. Fisher-Kay advocated for a simplification of the perimeters. Rupert offered that our committee should consider only recognizing volunteerism within the village's departments, as that is the body that we represent. Czebotar offered to meet with Katie to discuss clarifications to review and consider at our next meeting. Andersen offered that she would not like to see the Chamber of Commerce as the sole eligibility for a business, as that might leave out other community organizations such as the 4-H or Girl Scouts.
- d. Discuss volunteer t-shirt design and ordering. Gletty-Syoen and Miller showed the finalized design for the t-shirt, and Gletty-Syoen gave the information about the two quotes from local t-shirt printing businesses: The Shop and 608 Printing. All committee members approved of the t-shirt design. Color of shirts would be as close as possible to the village-branded blue color. Miller demonstrated where to find the branding information for the Village on the website to view the font/colors/etc. Discussion about how many should be ordered and what kinds of volunteers would receive t-shirts.
- i. 608 Threads [www.608threads.com](http://www.608threads.com); 838-9990: quantity 25-50 \$12.50/shirt with \$60 one time fee to download and save digital file.
  - ii. The Shop [www.theshopprinting.com](http://www.theshopprinting.com); 608-838-1062 : quantity 24-47 \$9.26 (S-XL) and \$11.32 (2XL), no additional fee.

Discussion about t-shirts as a reward versus given to new volunteers. Gletty-Syoen emphasized that Sayer Larson, Superintendent of Parks, had requested t-shirts as an alternative to lanyards or nametags to better identify volunteers working in parks for safety and comfort of visitors. Lack of clarity regarding available funds in budget for purchase of shirts, and the potential impact of a spend down of funds on future programs such as McFarland Community Service Day. Fischer-Kay recommended offering the shirts for

purchase by community members. Decision on shirt ordering deferred until Matt Schuenke could offer some guidance regarding budget.

**3. Schedule Next Meeting Date**

- a. Set meeting for Thursday, October 1st at 6pm.

**4. Adjournment**

- a. Motion by Ken Brost, seconded by Jennifer Tryzna and carried by 7-0 by acclamation to adjourn the meeting at 7:08pm.

**Respectfully submitted,**

**Katie Gletty-Syoen, staff member**