

**VOLUNTEER
COMMITTEE**

Thursday, May 6, 2021

6:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86341683492>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 863 4168 3492

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Approval of Minutes from April 1, 2021 Volunteer Committee Meeting.
4. BUSINESS.
 - a. Review McFarland Community Service Day event on Saturday, April 24, 2021.
 - b. Discuss next steps for Volunteer Committee structure with Carolyn Clow, Village Board President.
5. SCHEDULE NEXT MEETING DATE.
 - a. Discuss future 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
Volunteer Committee Minutes

Thursday, April 1, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Committee chair Justin Rupert called the regular meeting of the McFarland Volunteer Committee to order at 6:00 pm via Zoom.

Members present: Justin Rupert, Jim Mogden, Brad Czebotar, TJ Jerke, and Ken Brost

Members not present: Jennifer Tryzna, Rachel Fischer-Kay

Staff Present: Stephanie Miller, Lori Andersen, Katie Gletty-Syoen

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

a. Approval of Minutes of March 4, 2021 Volunteer Committee Meeting.

Rupert moved to approve the minutes of the March 4, 2021 Volunteer Committee Meeting. Czebotar seconded. Vote passed 5-0.

4. BUSINESS.

a. Review Volunteer Spotlight for the Summer 2021 Outlook, featuring Poll Workers.

Gletty-Syoen created a survey for all poll-workers to fill out in advance of the election, consisting of 3 short questions about their volunteerism. Poll-workers will be submitting forms via email or drop off on the day of the election. Gletty-Syoen will craft the responses into a narrative for the Volunteer Spotlight article. Miller will be taking headshot photos of individual poll-worker volunteers in the conference room when they are on break during election day. She will then combine them into a collage to accompany the article.

b. Discuss article in The Outlook for volunteerism for grave restoration with McFarland Cemetery Association.

Gletty-Syoen discussed an article to be submitted to The Outlook publication from the McFarland Cemetery Association. Michael Brennan, President of the Cemetery Association had reached out to request assistance with sourcing volunteers for grave restoration project this summer. Brost clarified that the work will entail leveling of ground and repairing headstones. They will also be searching for ongoing volunteers to serve on their leadership association. Czebotar explained that it would behoove the Village to support their efforts to continue to keep the organization strong and running. If the McFarland Cemetery Association were to cease to function, the Village of McFarland would be statutorily responsible for those spaces. Miller will source a photograph to accompany the article in The Outlook. Czebotar suggested that we try to connect the McFarland Cemetery Association with an organized group of students through McFarland High School to help with the heavier work for restoration. Gletty-Syoen will reach out to Paul Ackley, Athletic Director at MHS to see if this might be a good collaboration. Justin Rupert can reach out to one of the assistant coaches for the football team to suggest the opportunity. Andersen suggested that it may be a nice

project to encourage connection with high school students to learn about local history. Gletty-Syoen will reach out to history/social studies teachers to gauge interest.

c. Report from TJ Jerke and Leadership Program Work Group regarding Video Templates and Survey Questions

TJ Jerke reported back from the Leadership Project Work Group about the outline for a video series project. The main goal of this video project is informed by a previous committee survey that sourced feedback about interest in more information/communication about village services. Jerke outlined that this would be a series (total of 8 initially) of 3 to 5 minute videos. The first video would be an introduction to the overall project. Czebotar had concerns about being able to cover all of the information in the short time frame of 3 to 5 minutes. Jerke suggested that we could do a second series of more in-depth videos to be able to cover more information. Discussed the creation of questions to include in a community survey to gather information about community members' interest/need for volunteering. Jerke will submit the questions for review at the next Volunteer Committee Meeting. The plan would be to send out a similar survey every year around the same time (probably in the fall) to track the data.

d. Final planning for McFarland Community Service Day on Saturday, April 24th.

Gletty-Syoen reported on the 2021 Community Service Day Planning. Three new banners have been ordered and picked up. Public Works staff will be putting signs up at: Highway 51 North of McFarland (for Southbound traffic); Corner of Farwell and 51 near the Maple Tree; and at Arnold Larson Park. Gletty-Syoen will put up a table and information in the lobby of the Municipal Center, along with a small postcard-sized form for interested parties to fill out if they would like more information about volunteering and Gletty-Syoen will reach out to them. Miller may be able to put a digital sign out in the lobby about the event during the election too. Volunteers are needed to help distribute some posters throughout town. Some MHS students from the Ambassadors will be distributing some. Gletty-Syoen reviewed the Sign Up Genius and the different slots available for outdoor volunteering. Sayer Larson, Superintendent of Parks will place posters at any parks (including the Dog Park) that have bulletin boards or kiosks. Volunteers will be able to sign up online and indicate what option they would prefer for supply pick up (in person via drive up at Municipal Center Parking lot, at site, or bring their own supplies). The Communication and Technology Department will be promoting the event on the McFarland Cable Channel before/during/after sporting events as well as on the website and social media pages. Miller suggested clarifying differences about how the 2021 Community Service Day is different from past years to maintain transparency. Gletty-Syoen will craft some language to include in the information on the website. For example, we will be unable to accept donations of baked goods. Czebotar suggested that rather than sourcing baked goods, community members can donate non-perishable goods for the McFarland Food Pantry. Gletty-Syoen will add that language to the promotional information about supporting local businesses as part of the event. We can use the Pelliterri bin from the storage closet for food pantry donations. Gletty-Syoen will check in with the McFarland High School and One Community Bank for posting on their digital signs. Czebotar will plan to help with Supply Pick Up. Jerke is happy to deliver supplies to different sites. Supply pick up will be from 8:30am to 10:30am. Jerke, Czebotar and Rupert will help to distribute posters.

5. SCHEDULE NEXT MEETING DATE.

Next meeting is scheduled for Thursday, May 6th at 6:00pm.

6. ADJOURNMENT.

Czebotar motioned to adjourn the meeting. Jerke seconded. Passed 5-0


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, May 6, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review McFarland Community Service Day event on Saturday, April 24, 2021.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None


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ATTACHMENTS:

None