

ENA Board Meeting

June 1, 2016 @ 7-9 p.m.

Great Dane Eastside, Upper Level Meeting Room

- I. Call to order – Jamie at 7:04
 - a. Attendees:
 - i. Board Members: Jamie, Charles, Stacy, Justin, Abby, Marilee, Audra, Jared, Alice
 - ii. Neighbors: Nathan Kaszubski, Joe Voell
- II. Approval of agenda
- III. “Word On the Streets” – more Facebook chatter
- IV. Secretary’s report - none
- V. Treasurer’s report – bills are being paid, documents are up to date and ready for audit by Abby. Donation to Sennett for Adopt-a-Camper was made for \$100. Received \$80 payment from JR’s for advertising. All other ads have been invoiced.
- VI. Echo report – lots of ads and space ran short so Easter Egg Hunt and Member Corner didn’t make it. Marilee, Charles and Abby volunteered to do a final edit on the Echo before printing.
- VII. New Board Member –Jamie moved to add Nathan Kaszubski to the Board, Stacy seconded, unanimous vote. Charles will take care of onboarding and Dropbox set up will take place at tech training. Marilee will mentor him.
- VIII. Update Board Binder documents – Jamie provided updated inserts for Job Descriptions through Calendar. Position descriptions updated for completeness and accuracy.
- IX. Membership Drive Recap and Incentive Drawing – Justin reported results through 5/31: memberships were received from 410 households by the end of the incentive drawing time period. We had some problems with block captains not providing name, address and contact information with money. Next year some additional training might be needed. We discussed thank you letters for sponsors and decided that we would combine our thank you with 501©(3) tax letters. Alice will draft a letter to be sent towards the end of the year. For donor businesses, everyone who solicited business for donations which were received will write their own thank yous to each corresponding business.

Winner of the incentive drawing is Daniel Huegel on Bonnie Ln. Jamie will contact the winner and deliver the prize.

X. Neighborhood Garage Sales (June 17-18). Registration form was included in the Echo and signs will need to be hung on the Monday before. Alice will do.

XI. Fourth of July Planning Updates (Monday, July 4)

- a. Firecracker 5K/2 Mile Walk/Kids Fun Run – Tiff Roltgen and Joel Stone are leading the event. Kids run starts at 8 am, 5K at 8:30.
- b. Bike parade-Justin – Black Knights/Dayettes and Station 5 confirmed. Reminder to connect with Tiff to order medals. Need also to arrange for volunteers to direct traffic at each corner.
- c. Ice Cream, beverages-Justin will order six cases from Schoep's at \$16.52 each. There are 48 servings in each case, for a total of 288 servings. Harley's is donating ice.
- d. Live Music-Charles – All is in order and the band is excited. We need to try out our shelter in advance to see if it would work in case of rain and for shade. Anyone who has a small shelter should bring it along. The band will be plugging into the park shelter for power.
- e. Kids entertainment-Marilee, Nathan – Plan is to reuse same games as last year and also recruit a volunteer for face painting. Marilee will consider asking Dawn Svanoe. Jamie suggested checking Dollar Tree for prizes, as they offer free shipping to the store.
- f. Bounce house & generator-Alice, PIH Sponsorship- Jamie – PIH has agreed to sponsor the bounce house again. No balloon again this year. Joe will bring the PIH banner to hang on the bounce house. Alice will arrange for pick up and drop off using her van. A to Z will be donating the generator.
- g. Raffle –Alice, Raffle Permit-Stacy – Application and check are in the mail. Tickets will be sold at the welcome table at a price of \$2 each or 6 for \$10. Jamie suggested that tables could be set up along the back wall of the shelter. Charles will ask the band if we can use their amplifier to announce winners. Alice has plenty of jars to use but will need to coordinate for a shed run in advance of the event to get the wire garland. Alice will collect all of the raffle items at her house.
- h. Silent Auction-Audra – Audra will collect the silent auction items at her house and will be bringing the bid sheets. Redemption forms for each winner need to include line for name and price, and a place for Stacy to sign when paid, then the form is redeemed for the prize. Justin will need to get a Paypal card reader. Auction will close at 12:45, winners announced at 1.

- i. Membership table-Stacy – Welcome table will have membership forms, raffle sales, slow down signs. We plan on raffling a prize for anyone who joins at the event.
 - j. Set up and Clean up-All – We have 5-7 board members committed to setting up. Meet at 8:30. Music ends and winners announced at 1 and then all hands for clean up.
 - k. Sponsor Recognition-Jamie – Be sure to keep spreadsheet up to date to ensure all sponsors are properly recognized. Jamie plans to do an introduction and also call attention to the list of sponsors.
 - l. Volunteer Recruitment-Jamie – Justin recommended directly contacting all of the members who indicated willingness to volunteer, to ask them to fill out the volunteer form. For purposes of identifying all people volunteering at the event, Justin will add red/white/blue floral leis to the Oriental Trading Company order.
 - m. Permits, Insurance-Jamie Parade permit is in place. Key needs to be picked up from Parks office in CCB a week before the event. Justin will do.
 - n. Schedule/flyer/PR/signs-Jamie – Schedule is established and event is advertised in the Echo. Event signs will go up to replace the garage sale signs, two weeks in advance of the event.
- XII. Heart Health Talk (Thursday, June 16 from 10-11am at Our Saviour's Lutheran Church)
- XIII. ENA board tech training meeting (Wednesday, June 8 at 7pm at Jamie's house, 1614 S Thompson Dr)
- XIV. Donation organization and division - If any new donations are received, enter it into the Donation Drive list and email the board for decision on how it will be used.

Plans: Joe Voell offered to contact Great Dane downtown to request additional \$25 gift certificates to be used as race prizes.

Silent Auction

- Budget Bicycle gift bag (\$90)
- American Girl doll with outfits
- Packers football
- Artful Escapes passes for 2
- Camping certificates 10
- Neighbor to Neighbor – Santa visit
- Willy St Co-op \$50

- Food Fight \$50
- Bucks Pizza \$50
- PIH Cutting Board
- Great Dane \$50

Raffle

- Book of Lore from APT
- Cuco's \$25
- Great Dane \$50
- Circus World Museum admission for 4
- PDQ \$20
- Neighbor to Neighbor – DIY garden tips and design advice
- Neighbor to Neighbor – Police ride-along
- Neighbor to Neighbor – Homemade cake
- Neighbor to Neighbor – fresh eggs and coop tour
- Woodmans \$25
- Dream Lanes pizza pop & pins
- Harley's \$20
- Madison Mallards (2) admission for 4

Future Events

- Cottage Café (2) \$5
- Cuco's \$25 – Membership Drive incentive
- Dairyland (2) \$10
- Milio's (2) free sandwich – Volunteer appreciation
- PDQ \$20 – July 4th Membership Incentive
- Willy St Co-op (2) \$25 – Taste of Elvehjem
- Great Dane (2) \$50 – Turkey Trot

Who to follow up with

- Ace (Abby)
- Angelo's (Justin)
- Barbership (Jamie)

XV. Board T-Shirt quote and design contest - tabled

XVI. July Board Meeting/Board Member and Volunteer Appreciation Potluck. Board members/volunteers will be invited for a cookout, please bring a dish to pass. Meeting is at 7 so come early for dinner and bring family. July 13 at 5 PM, dinner at 6PM, meeting at 7.

XVII. Echo printing vendor comparison - tabled

XVIII. Neighborhood Night Out (Tuesday, August 2) - tabled

XIX. 3x3 Basketball Tournament (Saturday August 13, 9am at Droster Park)

XX. Adjournment

Announcements

- The next ENA Board Meeting is at President Jamie Meise's House 1614 S Thompson Drive, date to be determined at the meeting. Board meeting will be preceded by a Board Member and Volunteer Appreciation potluck and social beginning at 5:30pm.
- The next Echo Newsletter deadline is July 15 for the August/September Echo.
- Echo Assignments:
 - President's Column-Jamie
 - Calendar of Events-Jamie
 - Treasurer's Report-Stacy
 - Secretary's Corner-Justin
 - Member Corner-Charles
 - New Board Member Bio-Nathan
 - Fourth of July Recap-
 - Health Talks Series-Jolene
 - Membership Drive final numbers and incentive winner-Justin
 - Neighborhood Night Out-Marilee
 - Taste of Elvehjem-

Adjourned 9:09 PM.