

ENA Board Meeting

April 8, 2018 @ 7-9 p.m. at The Great Dane East

I. **Welcome: 15 minutes (7:00-7:15)**

- a. Call to order (Jamie) start 7:04pm
- b. Present: Charles Donaldson, Jared Marker, Kim Bolinder, Marilee Cronin, Jamie Miese, Jacob Wright, Shane Corcoran, Alice Pulvermacher, Jim Ramsey, Crystal DeGrote Hoppe
- c. Approval of agenda (All)
 - i. Approved
- d. "Word On the Streets" (All)
 - i. Trees are being trimmed on Painted Post because they're overgrown

I. **Reports: 15 minutes (7:15-7:30)**

- a. Secretary's report (Audra)
 - i. Audra Contacted Diana Winter the Garage Sale Coordinator and has not heard a reply to confirm sign-up form information
- b. Treasurer's report (Jacob)
 - i. The Profit and Loss statement distributed at meeting doesn't include 50th anniversary and early membership donations checks that are coming in
 - 1. The same statement doesn't reflect Easter Egg Hunt revenue and costs
 - 2. Kim will turn in expense form for Easter Egg Hunt
 - ii. 1st quarter Jacob will coordinate audit meeting after Board meeting April 8 with Crystal and Kim
 - iii. Jacob will have Monday evening conflict for attending board meetings starting in August/Sept
 - iv. Marilee to give Jacob checks for \$351 from Culver's Night fundraising and \$500 check from former Warehouse owner both designated for 50th anniversary
- c. Echo report (Audra)
 - i. There will be a full page dedicated each for 4th of July Celebration and 50th Anniversary project and event
 - ii. There will not be a LVM elementary update until fall 2018 Echo issue
 - iii. Jared will check to make sure people who check that they want email Echo version don't get a street mailed Echo version too
 - 1. Jared can get current street mailing list cross reference who is getting emails and eliminate duplicates
 - 2. We should draft membership packet informational copy now for 2019 so the email and mailing preference is clear
 - 3. Everyone in the neighborhood will get mailed Echo during membership drive ask them to opt out mailed version in the newsletter
 - 4. Audra to ensure each issue of the Echo should promote the distribution and availability options: website, Facebook, email, and street mail and that there's an opt-in to email only Echo
 - iv. Advertising (Jim)
 - 1. Jim to follow up with Harley Liquor store redeeming coupon in both electronic and printed versions
- d. Technology report (Jared)

- i. Emailing list problems receiving are resolved
- ii. Jim asked for update the email address from MGE so MGE can get copy of the Echo newsletters
- iii. Jared to change titles and emails for board officers after annual meeting in the email distribution list
- iv. Jared to contact City of Madison page for neighborhood officers name changes after annual meeting

II. Events Planning: 60 minutes (7:30-8:30)

- a. Easter Egg Hunt recap (Kim)
 - i. The turn-out was lower than last year, 88 bags were given out
 - ii. There are 120 Extra treat bags leftover
 - 1. The extras will be saved for 2019 Easter Egg Hunt except the food
 - iii. There was an extra box from Nabisco too
 - iv. I9 sports was supposed to be at the event but didn't attend
 - 1. I9 will donate for 4th of July
 - v. Kim will write thank you notes to event guests like to Fire Department
 - vi. Kim will change the sandwich board to Annual Meeting from Easter Egg Hunt
 - vii. Kim to update playbook and Dropbox files for event
 - viii. Kim reports \$127 was spent on the event on event
- b. Block Captain Training, Annual Meeting, and Pizza Social: Saturday April 14 at Our Saviour's Lutheran Church, 1201 Droster Rd (Jamie)
 - i. Board members to meet Saturday April 14 8am at Our Saviour's
 - ii. Seating arrangement will be a Buffet style head table so the board will face the audience
 - iii. When arranging chairs, fill up space with as many as possible
 - iv. Place all refreshments at kitchen window
 - v. Place one table at entrance for meeting room to sign up membership collect dues
 - vi. Annual meeting 2018 folder Dropbox board tasks
 - vii. Jacob will bring \$40 tip for pizza delivery person
 - viii. Jared is bringing coffee & supplies from Java Cat
 - ix. Kim will bring sandwich sign and donuts
 - x. Charles will bring name tags filled out for board and blank ones for guests
 - xi. Jamie will bring projector and an adaptor if needed
 - xii. Jamie to go to shed to see what is there and tell Kim what is needed for event
 - xiii. All current Board members to wear ENA t-shirts
 - xiv. Printed documents
 - 1. 50 - block captain instructions expected to be at meeting
 - 2. 2- 2017 annual meeting minutes -Audra to bring
 - 3. 1- Volunteer sign up sheets -Marilee to bring
 - a. 1- 50th anniversary event volunteer sign up - Alice to bring
 - 4. 1- Sign in sheet for annual meeting
 - 5. 50 -Annual meeting agenda, 50- save the date, 50 - feedback surveys
 - 6. 10 - proposed budget and actual to spending report
 - 7. 1- Sign up to be a babysitter
 - 8. Jamie to make a folder with all documents to print in Dropbox for Charles to print unless otherwise noted

- xv. Run through block captain and annual meeting presentations, confirm slide assignments
 - 1. Officers and board members get slide assignments and take turns presenting their assigned power point slides
- c. Membership Drive: April 15-May 15 (Jamie)
 - i. Block captain recruitment check-in, make plan for any open blocks
 - ii. Only two more block captains needed, after each District Coordinator gives their report
- d. 50th Anniversary Celebration (Alice/Crystal)
 - i. Linda at Our Saviour's is giving a tour to planning committee to review the space at the annual meeting on April 14
 - ii. Linda or Our Saviour's Pastor will be on subcommittee too
 - iii. Alice will check on band music and catering
 - iv. The 50th Anniversary documentary movie will be shown in the sanctuary on Sept. 29
 - v. Alice will confirm City of Madison grant amount approval before annual meeting
- e. 4th of July Celebration preliminary planning
 - i. Music and Entertainment
 - 1. Charles to contact Oak Street ramblers for the band entertainment
 - 2. During the May Board meeting 4th July checklist event assignments
 - 3. Charles to be event lead for 4th of July Celebration
 - 4. Contact fit 2 go now instead of setting out kid's carnival games
 - ii. Donations drive planning (Brewers, Packers)
 - 1. During May Board meeting prepare donations spreadsheet ready make assignments
 - 2. Jared to request tickets donations from Brewers and Packers now

III. Committee Reports 20 minutes (8:30-8:50)

- a. 50th Anniversary Project (Marilee)
 - i. Script writing has started, there is a child narrator hired
 - ii. Meeting on second Wednesdays each month
 - iii. There is a chronological timeline outline written
- b. LVM Elementary (Jamie)
 - i. ENA sponsorship activities have wrapped up for this school year
 - ii. Jacob will write check for \$100 towards outdoor learning program
 - iii. During summer ENA Board meetings determine assignment for new ENA board member to coordinate Adopt a School or Charles know
- c. Welcome Committee (Charles)
 - i. Audra and Charles to meet in April for hand-off and training

I. Other Business 10 minutes (8:50-9:00)

- a. ENA Facebook Moderation/Censorship discussion
 - i. Admins/board members will remove posters who are swearing

IV. Adjournment

Announcements

- The next ENA Board Meeting is Monday, May 14 from 7-9pm at the Great Dane East
- The next Echo Newsletter deadline is May 15 for the June/July Echo.
- Echo Assignments:
 - President's Column-Charles
 - Calendar of Events-Charles
 - Treasurer's Report-Jacob
 - Secretary's Corner-Audra
 - Member Corner-Jared
 - 50th Anniversary Project-Marilee
 - Event recaps
 - Egg hunt recap- Kim
 - Annual Meeting recap-Charles
 - Earth Day Clean-up- recap Crystal
 - Upcoming Events
 - Garage Sales sign up-Charles/Diana
 - 4th of July Celebration- Charles
 - 50th Anniversary Celebration-Alice/Crystal

*membership drive recap and drawing results to be included in August Echo

