

ENA Board Meeting

September 10th, 2018 @ 7-9 p.m. at the East Side Great Dane, 876 Jupiter Dr, Madison, WI 53718

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

- a. Call to order (Charles)
 - i. Present: Charles Donaldson, Ted Putterman, Jared Marker, Kim Bolinder, Jim Ramsey, Audra Johnson, Alice Pulvermacher, Crystal DeGrote Heppe, Jacob Wright
- b. Approval of agenda (All)
 - i. Change meeting time in Announcement section to First Wednesdays of the month 7-9pm starting October 3
- c. Word on the Streets (All)
 - i. Acewood Park construction started and will be done this fall, maybe a new shelter will be added
 - ii. ENA Signs - Valerie who takes care of flowers around the signs let Jared know she can't take care of the sign near Cuco's and on Acewood
 - 1. Jared will talk to Jamie Meise to see if she documented who took care of what sign
 - 2. The board can give them a gift card to buy things or as a thank you
 - 3. Jared will include a call for interest in the email blast and do a thanks in the October/Nov Echo member corner

II. Reports: 15 minutes (7:15-7:30)

- a. Secretary's report (Audra)
 - i. None to report
- b. Echo report (Audra)
 - i. ECHO assignments (ALL) deadline is the 9/15
 - ii. Assignments in the bottom
 - iii. Audra will reserve space for September 29 event photos on the front page and do the rest and get it into homes a little later around October 7
 - iv. Jared will send Audra copy about thanking Valerie for tending the road signs in a Member Corner
 - v. There will be two Member Corner areas to reserve copy October
 - vi. LVM Elementary will have a blurb Charles is coordinating
- c. Treasurer's report (Jacob)
 - i. Will be late to the meeting
- d. Technology Report (Jared)
 - i. Audra's email was blocked on the ENA Board
 - ii. Alice doesn't see the email she sends
 - iii. If someone on the list has a @aol.com add that person to your personal contacts so there are no bounces
 - iv. Jared bought service for mailing address to know whether addresses are verified
 - 1. Jared requests a year's worth of credits to keep purchasing this service

III. Events Planning: 80 minutes (7:30-8:50)

- a. Halloween Bonfire (Jared)
 - i. Event is on October 31 Charles is updating playbook from 2017
 - ii. Jacob needs to cut Check for fire permit
 - iii. Jared needs to contact the neighbor who provides a hose and water near the park

- iv. Jared needs to find someone to buy firewood and tend the fire since the main who usually volunteers is done
- v. Jared to acquire Park permit to get the keys to turn on the lights on October 31
- vi. Jared to create Facebook Event invite and include pumpkin carving contest details
 - 1. Ted to request gift card from Culver's for a pumpkin carving prize
- b. Holiday in the Park (Jim)
 - i. Jim spoke to Russ from Buckeye Neighborhood
 - ii. Alice has updated the playbook from 2017, Jim to review
 - iii. Jim still to contact the horse carriage and meet with Buckeye Neighborhood and contact Santa
 - iv. Jim will need to attend a Buckeye Neighborhood meeting about the event
- c. 50th Anniversary Celebration (Alice) Linda from the Our Saviour's Church joined the meeting
 - i. Alice has passed out a separate agenda and task list
 - 1. The board will actively recruit new board members at the event since there will be openings at the end of the year
 - ii. Coolers to bring - Jacob 4, Audra 2, Jim 1 coolers, Ted will bring 2
 - 1. Water will be in bottles not on the truck
 - iii. Event promotion adding copy about bringing the lawn chairs, website, eblast, press release went out, neighborhood signs, mailed postcards
 - 1. The Whiskey Farm is posting about the event on their website
 - 2. Jacob reaching out to the LVM PTO, his wife is going to the PTO meeting to add an event announcement to their communications
 - 3. Crystal is posting on Facebook and Jim is posting on Nextdoor
 - 4. Our Saviour's is promoting to the congregation and sign ups for event assistance
 - a. Fire department will be there
 - 5. Marilee mailed postcards invites to Wildwood and City Church
 - 6. Jacob will post about the event on LVM PTO Facebook page
 - 7. Audra hung up 15 flyers at Cottage Grove businesses
 - 8. ENA board encouraged to post on their own social media pages
 - 9. Audra will post vintage photos from the newsletter on Facebook
 - iv. The movie preview was one hour long went from 77 to 60 minutes
 - 1. Charles was very engaged and pleased
 - 2. Alice needs a copy to distribute
 - a. The agreement was updated to put the responsibility of the board to make DVD copies for distribution
 - b. There can be an order form for movies at the event
 - 3. Jared will contact Steve at the video company an external hard drive with the files before 9/29
 - 4. ENA can create a YouTube account and post it
 - 5. Jared will lead creating 5 or 6 DVD's
 - 6. Charles will email to Steve with the list of video needs we have and coordinate delivery
 - 7. Crystal will create a DVD order form
 - v. Sub-committee update
 - 1. Catering secured from Blue Plate
 - 2. Classic Cars two or three Model A's will be there
 - 3. Crystal to post a request for a 1968 car on Facebook
 - 4. Tent will be set up on Friday night it's \$385 check due between 4-6pm on September 29
Jacob to get the check ready
 - vi. Video Progress (Marilee)

1. Church sanctuary movie play through test was successful
2. Jim to test the movie at the church on Friday 9/28, Jim to email Russell about bringing sound
- vii. Kim ordered cakes from Metro Market and will pick them up
 1. More water than lemonade should be purchased
 2. Kim ordered cake plates and napkins for 300
 3. Kim making 1 Donation jar for the face painter, Kim making 3-ENA Donation jars
- viii. Church will coordinate games and setup like scavenger hunt
- ix. Light of the World signed up on Sign Up Genius and other volunteers
- x. Table and chairs will be provided from Our Saviour's church and ENA
 1. St Dennis church can set out the tables chairs and trash cans night before as a back up, Kim to buy trash bags for the barrels supplied by St Dennis
 - a. Charles can go with Alice's husband to pick up with the trailers
 2. Tables and chairs inside, food inside Our Saviour's, beer and other coolers and drinks will be outside
- xi. Shopping totes are done and handed out at membership and board recruit table Charles will create a sign that says one per family
- xii. Alice drafted program talking points of City of Madison people to speak in between music
- xiii. Set up crew plan to be at Our Saviour's September 29 at 9am
- xiv. Crystal to create thank you sponsor list print out an attach to poster board
- xv. All invoices need to be saved and delivered to Jacob and Alice for the grant reimbursement
- xvi. Crystal to bring toddler activities that were at the Fourth of July celebration

IV. Other Business 10 minutes (8:50 – 9:00)

- a. LVM PTO Help (Charles)
 - i. Send ENA babysitter list to them for child care contacts
 - ii. Charles will do child care on September 11
- b. Ace Apartments Public Hearing Sept. 17th (All)

Monday, September 17th, 6:30-8:00pm
Kennedy Elementary School Library
Jared, Jim
- c. Board Member Recruitment (All)
 - i. After 50th need new members reach out to people on Facebook, at the meeting at the 50th celebration welcome table
 - ii. Audra to post monthly Board meetings day and date changes on website, facebook and google calendars
 - iii. Crystal will step down from monthly meetings, but help with events and lead Earth Day Clean up again
 - iv. Marilee will stay on the board until spring annual meeting
 - v. Alice will step down after holiday season and after wrapping up the City of Madison Grant reimbursement

V. Adjournment

VI. Announcements

- a. The next ENA Board Meeting is Wednesday October 3 from 7-9pm at the Great Dane East Side.
- b. The next Echo Newsletter deadline is Sept. 15th for the October/November ECHO.
- c. ECHO Assignments:
 - i. Echo Assignments:

1. President's Column-Charles
2. Secretary's Report - Audra
3. Treasurer's Report - Jacob
4. Calendar of Events-Charles
5. Alder Post - Charles
6. Member Corner - Jared
7. 50th Anniversary Project-Marilee
8. LVM PTO - Charles
9. Event recaps
 - a. N/A
10. Upcoming Events
 - a. Halloween Bonfire - Jared
 - b. Turkey Trot - Joel Stone
 - c. Holiday in the Park - Jim

