

#### **IV. Upcoming Events Planning, 60 minutes (7:45-8:45)**

- a. ENA Garage Sale
  - i. Need board member to hang up signs, create even on FB - Kim created the FB event and hung up the signs. Diana posted her map and item list by address, on FB on Tuesday.
- b. 4<sup>th</sup> of July Celebration Preliminary Planning (All)
  - i. Music and Entertainment (Jared) -The John Howell Quartet, a 4 piece jazz band will perform again this year from 11 AM until 1PM. Their fee is \$300. Plan is to have the band outside.
  - ii. Raffle/Silent Auction (Dan)- On Monday, Dan and Charles worked together on the initial set up for the silent auction. Dan will take pictures of the items and create brief descriptions as items are accumulated.
    - 1. Donation Recruitment
      - a. Donations to Dan by 24<sup>th</sup>
        - i. Committed donations: Karben4 gift basket; Bucks Pizza GC; Crema Café \$25 gift card; Mary Kay gift basket; 2 \$30 GC for US Nails & Spa; Circus World admission tickets- 2 adult, 2 children. Crystal will donate a knitted piece.
        - ii. Everyone should keep trying to get more donations and/or follow-up with any contacts that haven't responded.
      - b. Decision by 30<sup>th</sup>. - If we don't get enough donations to hold the auction, everything will be put in the Raffle.
    - 2. Online Silent Auction
      - a. Details and Celebration set-up – onsite computer? Wi-Fi available at Our Savior's so bids can be made using cell phones.
      - b. Runtime for the Silent Auction is June 30 – July 4<sup>th</sup>
      - c. Sharing on FB - Dan will launch the auction on Facebook.
    - 3. Raffle Planning – The raffle will be held inside the church. We'll use mason jars for collecting tickets as usual.
      - a. Elvehjem Neighbor prizes? Seek donations on FB?
      - b. Board Member Prizes – We may need more items. Suggest contacting former board members that have donated items/services before. See last year's donation list for ideas.
  - iii. New parade route communication

# ENA Board Meeting Minutes

June 12th, 2019 @ 7-9 p.m. at The Great Dane East, 876 Jupiter Dr, Madison, WI 53718

- I. **Welcome, 10 minutes (7:00-7:10)** Meeting called to order at 7:06 PM
  - a. Call to order (Charles) Members present: Charles, Jared, Kim, Chris, Dan. Guests: Dan S. a friend of Charles. Guests Linda F. and Pastor Cory of Our Savior's Church joined at 7:30 PM. Departed at 8:15 PM. Absent: Jacob and Chris.
  - b. Approval of agenda (All) - No changes.
  - c. "Word On the Streets" (All) Jared reported resident Tom Uebersetzig (Santa) told him there are concerns that it takes a long time for membership drive checks to be cashed. This issue has been mentioned before. Jared explained to Tom that it takes time to process all the applications, so it should be expected. Tom also shared an old LVM Directory from 2006-2007 and asked if we would ever do one of them again. It contains a lot of personal details, like phone numbers, employer and position. Given the popularity of our Facebook page and privacy issues with some of the information it contained, the board agrees it is unlikely a paper directory would be published again.
- II. **Reports, 20 minutes (7:15- 7:30)**
  - a. Secretary's report (Kim) Nothing to report.
  - b. Treasurer Report (Jacob) Jacob was unable to attend.
    - i. Membership Drive update Jacob will send an update by email.
  - c. Echo report
    - i. Advertising (Dan) Dan is working to connect with our existing advertisers and find some new. He plans to post a FB message about it.
    - ii. Echo Duties (All) Dan reports the next Echo issue will be in the new format. Jared and Dan will do a test run before publishing. Kim and Charles were asked to send Dan a photo to be used in the President and Secretary Echo columns.
  - d. Technology report (Jared) Jared made mailing list updates. He also posted the map and home listing sheet from Diana Winter for the Garage Sales which start Thursday. Charles reminded the group St. Vinny's picks up any leftover items after the sale. Place these items at the curb.
- III. **Old Business, 15 minutes (~~7:30-7:45~~)** moved to 8:30 – 8:45 to accommodate Linda & Cory
  - a. Board Member Recruitment
    - i. "Nominate your neighbor" Charles brought his friend Dan S. to the meeting as a possible new member. Dan and Charles are old friends from college and Dan and his wife Sam are renting a home on Dondee. Dan will consider joining and let us know of his decision. He said he will help out at the July 4th celebration. Dan C. has two people he intends to talk with about joining. Kim didn't have any recommendations.
  - b. Membership Drive (Charles)
    - i. Learnings/Improvements for next year Postponed until next meeting.
    - ii. Prize Drawing - Postponed until next meeting.
    - iii. Update Spreadsheet Reminder - Charles reminds all coordinators to update their district membership info. Makes Jacobs job much easier.

1. Fire station, VFW, ECHO - The July 4<sup>th</sup> event and the route map are already on the ENA website. Charles will inform Fire Station 5. Linda will advise VFW marchers of the new route.
- iv. Confirm Leads/Responsibilities
  1. Promotion – Kim
    - a. FB Event, Event Changes, Event Layout - Kim will copy details from our website to create the event on Facebook calling special attention to the new parade route and location.
    - b. Our Savior's is hosting a mortgage burning party following the service on Sunday, June 30. Everyone is welcome. Kim volunteered to create a Facebook event.
  2. Permits and Insurance – Chris is reconfirming all is in place on Thursday.
    - a. With new parade route!
  3. Kids Fun Run and Firecracker 5k
    - a. Joel as lead confirmed - Joel plans to ask Jaron to consider taking this on after Joel steps down after the 2020 event.
    - b. Bonnie for Kids Fun confirmed. – As always the kid's run is held at the Baseball diamond at LVM Park.
  4. Bike Parade – Jared will lead off the parade.
  5. Face painting - Kim having trouble finding face painters. Ladies are booked already or have plans with family out of town. No response from Andrea at Light of the World. Kim will keep trying. Linda may have someone. Charles will ask Aubrey. Kim will get some kids temporary tattoos just in case.
  6. Kids Games – TBD/Volunteer - Charles will create a volunteer sign-up on Sign-Up Genius. We expect to have volunteers from Our Savior's.
  7. Refreshments – Charles
    - a. Bottled Water, Ice Cream, Lemonade - Charles will purchase these items.
  8. Coolers – Everyone
  9. Bounce House – Jared - Order confirmed with Azelson's in Stoughton. Delivery will be the night before.
  10. Tot zone – TBD/Volunteer
    - a. Water table and toys from Crystal - There should be a hose at the church or we'll use buckets. Can someone bring a couple 5 gallon buckets just in case.
  11. Welcome Table – Jacob - We'll need one other person to help sell raffle tickets.

## 12. Other Tasks to assign

- a. Event Layout – The group mapped out the layout for welcome table, tents, water/ice cream table, bounce houses, band and kid's area.
- b. Day of Schedule for Board Members- Volunteers should arrive at 8:00 for set-up. Parade arrives at 11:15. Event runs until 1:00 PM.
- c. Tents – Need to follow up with Ted – Pastor Cory will bring one tent. Charles will buy one.
- d. Signs – Arrows, Event Signs – Jared getting shed key to pick up these for the parade.
- e. Shed run – Charles will pick up these items:
  - i. Megaphone, Tables, Signs, Thank You for Sponsors, Extension Cords, Raffle tickets, 4th of July Tubs, toddler bounce house.
- f. Items to buy
  - i. Shade tent, Yard Games- Charles will purchase these items.
- g. Sign-up Genius for Volunteers – Need help with:
  - i. Set-up
  - ii. Help sell raffle tickets
  - iii. Servers
  - iv. Kid's games
  - v. Bounce house attendants
  - vi. Monitor trash
  - vii. Clean-up after event

## V. New Business 15 minutes (8:45-9:00)

- a. Shed clean out (Kim) Carried over to next meeting
- b. LVM Elementary Garden Committee
  - i. ECHO post? Carried over to next meeting.
- c. Elvehjem Park Public Hearing/Plan – Sara, park planner for city of Madison informed Charles about the public hearing on 6/19 at LVM Elementary School. Attend if interested.
- d. Next Board Meeting – Potluck for Neighborhood Night Out? – Meeting Changes: July 3 meeting is cancelled since we covered everything for the 4<sup>th</sup> at this one. The August meeting is re-scheduled and moved to Charles' house as a BBQ- Potluck to coincide with the Neighborhood Night Out. Bring a dish to share and chairs. Kim will update the meeting times on Facebook. Like all our meetings, this is open to all neighbors.

## VI. Adjournment - Meeting adjourned at 9:00 PM

### Announcements

- The July board meeting has been cancelled. The next ENA Board Meeting is a Potluck on August 6 at Charles' house.

- The next Echo Newsletter deadline is July 15 for the August/September Echo.
- Echo Assignments:
  - President's Column-Charles
  - Treasurer's Report-Jacob
  - Secretary's Corner- Kim
  - Member Corner-Jared
  - Event Recaps:
    - Membership Drive- Charles
    - Acewood Park Grand Opening – Jacob
    - 4<sup>th</sup> of July Recap – Charles
    - Garage Sales - Charles
  - Upcoming Events
    - Neighborhood Night Out - TBD
    - Neighborhood Halloween Bonfire - Jared
    - Turkey Trot - TBD

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