

**VILLAGE of McFARLAND**  
**Draft - VOLUNTEER COMMITTEE**  
**January 7, 2016**

- **Call to order.**

President Czebotar called the January 7, 2016 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center.

**Members present:** Village Board President Brad Czebotar and citizen members:

Ken Brost Carol Dombroski, Bob Dombroski, and Kathy Lyons

**Members absent:** Trustee Tom Mooney and citizen, Dennis Knutson

**Staff present:** Interim Senior Outreach Director, Lori Andersen

**Citizen present:** Zachary Keller

- **Review and possible approval of the Minutes of the December 3, 2015 Volunteer Committee meeting.**

Motion by Brost and seconded by Czebotar and carried 5-0 by acclamation to approve the Minutes of the December 3, 2015 Volunteer Committee meeting.

- **Update Sign-Up Genius.**

Czebotar said that Knutson was able to transfer last year's tasks to this year's website.

Lyons had difficulty accessing the website with the listed website address.

In order to update the website more organizations and village departments need to be contacted. Brost, Lyons, and Czebotar agreed that a database should be created that listed e-mail contacts for each organization.

- **Finalize timeline for Sign-Up Genius.**

Andersen stated that the target date for accessing Sign-Up Genius would be March 14, 2016. The Municipal Center's task sheets would be displayed from March 30<sup>th</sup> to April 21<sup>st</sup>.

- **Review tasks to be completed in January and February.**

As Committee Members confirmed the tasks that they would perform, new ideas were presented.

Czebotar thought that Sponsors should be recognized in addition to displaying a poster to thank them.

Andersen suggested using the village's closed circuit television to serve as a message board thanking the sponsors. In addition, the television could show pictures from last year's Community Service Day.

Lyons and Andersen also discussed involving students by designing posters, pins, etc. Classroom Earth Day projects could also be displayed at the Municipal Center.

- **Discuss proposal presented by Robosaurs.**

The general consensus was that the Robosaurs' project is a good idea. Bob Dombroski said that the project is unusual and would generate good publicity. It would attract attention and even draw attention to the Fall Community Service Day. Czebotar said that he would contact the group and ask them to prepare a written plan to present to the Committee. The plan should:

- Designate public not private areas
- Pair people along the shore with those on the water
- Estimate the number of areas and people needed to complete the tasks

In addition, Czebotar wants to request that the group prepare a follow-up evaluation to present to the Committee.

- **Determine the next actions for the Volunteer Committee and future meeting schedule.**

The next scheduled meeting is at 6:00 on Thursday, February 4, 2016.

Agenda items to be discussed are:

- Refer to timeline and assign tasks for March and April
- Give progress report on tasks
- Give status report on the position of Volunteer Coordinator
- Invite contact from Robosaurs
- Establish goals

- **Adjournment**

Motion by Brost, seconded by Carol Dombroski. and carried 5-0 by acclamation to adjourn the meeting at 7:00 P.M.

Respectfully submitted,  
Jackie Burger (citizen)  
Volunteer Recorder