

VILLAGE of McFARLAND
Draft - VOLUNTEER COMMITTEE
November 3, 2016

- **Call to order.**

Chairman Mooney called the November 3, 2016 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room C of the McFarland Municipal Center.

Members present: Trustee Tom Mooney, Village Board President Brad Czebotar, and citizen members: Ken Brost, Bob Dombroski, Carol Dombroski, Kathy Lyons, and Dennis Knutson.

Members absent: citizen member, Zachary Keller.

Staff present: Senior Outreach Director Lori Andersen

Volunteer Coordinator present: Outreach Case Manager Lauren Kelly

- **Review and possible approval of the Minutes of the September 1, 2016 Volunteer Committee meeting.**

Motion by Brost, seconded by Lyons, and carried 7-0 by acclamation to approve the Minutes of the September 1, 2016 Volunteer Committee meeting.

- **Volunteer Coordinator's Report.**

Kelly gave a report of her activities to date. Czebotar asked how to publicize the volunteer activities so far. It was suggested this could be accomplished by submitting reports to the Village website, various publications, and the Village Board.

- **Discuss structure of work groups within committee.**

The committee decided to divide into two work groups. Chairman Mooney, Kelly, Knutson, and Bob Dombroski worked on database topics. Andersen, Brost, Czebotar, Carol Dombroski, and Lyons reviewed and revised liability and volunteer forms.

- **Break off into work groups/reconvene as a committee.**

The work groups met for a half hour and then, reconvened to report to the full committee.

- Kelly said that she, Bob Dombroski, and Knutson will meet before the next meeting to determine the fields for the Excel database and combine it with Sign-Up Genius Service Day information. The group decided that the purchase of a more sophisticated software package should be considered when the database becomes larger.
- Kelly also stated that Community Service Day will continue to use the Sign-Up Genius software.
- Mooney suggested that all committee members review the vol.match.com and volyourtime.com before the December meeting.
- Andersen reported that Brost reviewed other communities' volunteer forms and made suggestions to add to Mcfarland's form. Then, the sub-committee came to an agreement on what should be included on the form. Andersen and Kelly will send a revised form to Knutson to update the form on the Village website.
- The volunteer form should include fields that dovetail with the Excel database.
- The liability forms have been revised to include a conflict of interest statement and to delete any language on individual minor volunteers.

- Czebotar wondered if this committee should continue the Citizen of the Year tradition since the Chamber of Commerce has decided to discontinue the project. Mooney felt that this could be handled by a sub group.
- The next scheduled meeting is **at 6:00 P.M. on Thursday, December 1, 2016.**
- Agenda items to be discussed are:
 - Continue Database focus (what is happening and new goals)
 - Continue meeting in sub groups
 - Review and revise the McFarland Village Volunteer Website page with Stephanie from the Village Hall Tech. Dept.
 - Invite Community organizations to share ideas and commitments for Service Day 2017
- **Adjournment**
Motion by Brost, seconded by Knutson and carried 7-0 by acclamation to adjourn the meeting at 7:00 P.M.

Respectfully submitted,
Jackie Burger (citizen)
Volunteer Recorder