

ENA Board Meeting

May 4, 2016 @ 7-9 p.m.

Great Dane Eastside

Present: Jamie Meise, Charles Donaldson, Justin Martin, Abby Abernathy, Jared Marker, Alice Pulvermacher, neighbor Nathan Kaszubski

Absent: Stacy Wellford, Marilee Cronin, Audra Johnson

Jamie called the meeting to order at 7:02 PM

“Word On the Streets”: Charles noted that the FB page has been active with good discussion lately.

Secretary’s report - The Board Member contacts sheet has been brought up to date with all Board members’ family and contacts information.

Treasurer’s report – not presented

Echo Report:

Article assignments

Easter Egg Hunt - Charles

Annual Meeting – Jamie will ask if Marilee can cover

Fourth of July – Jamie

Echo Report: Advertising

We don’t currently have a representative but at this point we should be okay with advertising for the rest of the year. We will need someone to begin soliciting ads for 2017

Old business: Annual Meeting Debrief

The meeting was well-attended and the meet/greet went well. Board members were in agreement that the one-hour format is best. Alice suggested surveying attendees at future meetings to ask if the meeting covered what they were hoping for. With respect to the Block Captain training, Charles suggested having each district coordinator train their groups instead of a 30-minute presentation by the host.

Reflecting on the coffee debacle (coffee not ready until after the meeting’s start) we feel it would be best to just buy a couple air pots of coffee and snacks rather than making our own coffee and having everyone bring things piecemeal. For future events in which we are providing coffee it would be worthwhile to have a second coffee maker for decaf.

Old business: 2016 Membership Drive Update

Justin estimated that there are 35 online memberships and approximately 50-75 unopened mail memberships to date. Jamie reminded all that there is one week left in the membership drive

and all should send a reminder email to block captains to make sure canvassing is completed in time.

Justin will prepare a template for District Coordinators to enter their own receipts into Excel.

Jamie will take one of Justin's blocks (E. Buckeye – Brown district) Charles has one extra district that needs to be covered. He and Aubrey will cover it if no one is able. Jamie and Abby pointed out how important it is to document block captain assignments so that District Coordinators can pick up new districts without difficulty. Justin forgot to have id badges ready for distribution to block captains and the board discussed providing an effective way for block captains to identify themselves to neighbors, such as t-shirts. That also led to a discussion of preparing new shirts for board members. The shirt design could possibly be done through a kids contest. Abby will get some price quotes, and bring them to the next meeting. Also to be considered are sponsor(s) adding logos to the design.

Old business: Earth Day Cleanup Recap

Abby reported that one Jared and Abby and their families helped. No one came for the invasive species pull. Despite the low attendance the sanctuary was cleaned. Considerations include changing to an afternoon/evening event

Old business: Donation Drive Update

Justin needs to bring the donation spreadsheet up to date with donations received through the PO box. Once that is complete let the Board know to follow up with donors.

New business: Neighborhood Garage Sales

All set. Diana Winter is organizing again this year. Sign-up form is updated and ready for the Echo and Facebook. June 1 the garage sale signs should go up to replace the Membership Drive signs.

New business: New Board member onboarding, board member housekeeping

Abby will invite Alice and Jared to add Dropbox accounts. Justin will make sure access to Execs folder is up to date. As VP, Charles will handle all onboarding of new board members. Audra will mentor Alice and Charles will mentor Jared. Justin needs to send Charles links to each of the how-to documents.

Jamie also thinks it would be a good idea to have a tech training to bring everyone up to speed on new tech procedures. Date TBD, possibly with a Doodle poll.

New business: Outgoing Board member appreciation

Jamie motioned to give a \$35 gift to Isaac, seconded by Abby. Charles will buy a gift certificate from Cuco's and deliver.

New business: Fourth of July Planning

Jamie suggested we return the event to the shelter, for shade and for restrooms. The Board agreed.

New business: Fourth of July Planning: Firecracker 5K/2 Mile Walk/Kids Fun Run
Fun run at 8 AM at the school diamond. Bonnie Benson and husband will organize. Tiff Roltgen and Joel Stone will organize the Firecracker 5K. They will need 2 prizes for top male and female finishers. Jamie suggested that we could split up one \$50 Great Dane gift card into two \$25s. Justin will look into this.

New business: Fourth of July Planning: Bike parade
The event starts at 10:45 in front of LVM Elementary. Justin will lead. A street occupancy permit is required, and invitations will need to go out to the fire department and Black Knights/Dayettes. There are about 100 kids medals available, possibly consider flags instead. Work with Tiff to order together with Firecracker supplies.

New business: Fourth of July Planning: Ice Cream, beverages
A decision was made to purchase ice cream sundae cups from Schoep's. The celebration is from 11-1. The silent auction ends at 12:45 and raffle. Clean up should be done by 1:30. We will ask Stacy if we can borrow her cooler. There are 80 snacks left from the Annual Meeting. We will bring the Igloo cooler for water and some cups. Justin will take care of ordering and picking up. Order twice the amount of last year. Jared will distribute.

New business: Fourth of July Planning: Live Music
Charles announced that the Oak Street Ramblers will be performing this year, for \$300. Ideally we would have some sort of shade for them, as performing in the shelter would probably be too loud. Charles will ask what they will need from us.

New business: Fourth of July Planning: Kids entertainment
Jamie will ask if Marilee would be able to lead this event. We need to replenish the stock of prizes.

New business: Fourth of July Planning: Bounce house & A to Z reservation
Jamie will check with Mike Digman to confirm procedure, contacts, etc. Jamie will also ask if Remax/Pure Integrity Homes would be willing to sponsor the bounce house again this year.

New business: Fourth of July Planning: Raffle/Silent auction
Alice will lead this. Justin will update the donation list and let Jamie know when the list is up to date
For the silent auction, event lead should refer winners to Stacy for payment and validation, then the winner can receive the item. We need to make sure to get phone numbers on tickets so need not be present to win. It was suggested that we find new way to display neighbor to neighbor signs without frames. The ticket prices this year will be \$2 each/\$10 for 6.

New business: Fourth of July Planning: Decorations
We have plenty of decorations and tablecloths

New business: Fourth of July Planning: Set up and Clean up

Set up begins at 8:30 for bounce house and kids games, etc.

New business: Fourth of July Planning: Sponsor Recognition
Sponsor poster will be displayed, and sponsor lists will be posted on web and Facebook

New business: Fourth of July Planning: Volunteer Recruitment
A suggestion was made to reach out to neighbors and ask for help using Sign Up Genius.

New business: Fourth of July Planning: Permits
All of the permits that we applied for in 2014 are needed again this year, minus food permit plus amplified sound. Justin will remind Stacy that we need to renew our raffle permit which should be in the 2015 financial folder.

New business: Fourth of July Planning: Membership table
Jamie will ask if Stacy can cover this, possibly with one other person.

New business: Fourth of July Planning: Schedule/flyer/PR/signs
Nothing covered

New business: Wisconsin Women's Health Foundation Health Talks Series
Talks will be held in June, August, October, December. Topics will include Osteoporosis, Heart Health, Dementia, Diabetes Prevention. -Jolene Appiah is organizing.

Adjournment: 9:04 PM

The next ENA Board Meeting is Wednesday, June 1 from 7 to 9 p.m. at the Great Dane Eastside Upper Community Room.

The next Echo Newsletter deadline is May 15 for the June/July Echo.