

Horicon Phoenix Program

February 2013 Monthly Meeting ~ Sunday, February 3rd 2013

- **Call to Order**

President Dan Buchner called meeting in order

Those in attendance: Dan, Denise, Jenny H, Jenny R, Tammy and Mark, Shannon, Liz, Leslie, and Morgan (FFA)

- **Approval of January Minutes**

- Minutes reviewed. Tammy motioned that January minutes be approved, 2nd by Jenny H. Motion carried.

- **Public appearances - there were no public appearances**

- **Correspondence and bill paying**

- Multiple letters were passed around for viewing, including thank you notes and a grant rejection by Dupont. Receipts were submitted to Denise regarding the expenses from Winterfest for reimbursement.

- **Organization Committee Report (Dan Buchner, Chair)**

- Grants report (Liz)
 - Liz reported on the status of various grants, what stages and preparation are needed, as well as new grants added to the list.
- Fundraising and sponsorships report (Dan)
 - Dan gave an update on current sponsors, as well as new sponsors added this year, Beaver Dam Community Hospital and Beaver Dam Dental. It was noted that sponsorship is much lower this year than last.
 - Annual budget forecast distributed and progress discussed.
- Report on Chamber of Commerce Annual Meeting and Dinner (Jenny H.)

- Jenny H reported on how the Chamber of Commerce Dinner went. Dan was able to give a short presentation and hand out copies of the flyer. Kwik trip agreed to give water for upcoming 5k walk. It went well.
 - Dan discussed with Leslie teaming up with Horicon Marsh International Educational Center on billboards and other services. In addition, the Friends of the HMIEC are looking for ways to partner with the Horicon Phoenix Program to aid in the construction of the new Palmatory Street facility and amphitheatre.
 - Discuss and act on purchase of financial insurance policy.
 - Accountant recommended the group purchase extra insurance. Dan gave details on policy and his opinion. He asked for a motion to purchase policy. Denise motioned we purchase the policy, Jenny R seconded, and the motion passed.
- **Promotion Committee Report (Tammy Baltzley, Chair)**
 - Winter Festival recap (Tammy)
 - Tammy reported on the events for Winter Festival. It was noted that the children's craft went well, but the chili competition did need more entries. Chili sales were as expected but ice-skating was difficult. More thought on keeping it in future years. Satterlee Clark house was excellent location and feedback from them was good. Teaming up with HMIEC on same day as Candlelight walk worked well.
 - 2013 Summer Concert Series Events (Dan, Sarah, Open)
 - Dan reported all bands were scheduled. Sarah has a few new ideas that will be discussed at Feb 10th breakfast meeting
 - Tammy volunteered to coordinate vendors for food again this year
 - Labor Day Weekend Celebration (All)
 - Dan has one musician picked out for event. Rest will be decided at future date.
 - Community Gardens (Julie, Tammy)
 - Julie, Tammy, and Liz have new plot design for garden that will improve overall appearance and still provide food, while minimizing workload. Cutting flowers will be used as well as perennial food plants - utilizing

permaculture principles as Liz specified. More will be discussed in Feb 10th breakfast meeting.

- John Deere Environmental Group has offered to replace broken spigot on water tank. (Hurray!)
- Farm Market (Kathy, Dan)
 - Dan reported that he and vendors will be meeting next week, Feb 15th 5pm at American Legion to kick-off planning.
- Jersey Street Music Festival (Dan, Liz, Julie, Mark, Kathy, Leslie)
 - Planning meeting held one hour before discussed first aid tent, information tent, ticketing of food, possible stage locations and road-blocks needed. Dan is currently filling out permits needed and planned to have a short “walk” with Samba Unit upon approval. Taste of Horicon will be open from 11-7 with a possible group going later. American Legion will provide a beer tent and did not mind a Madison group giving samples. Kiddie areas will be provided, including a petting zoo. No new activities were scheduled. Plans progressing nicely. All bands scheduled.
- Riverbend Park Disc Golf Course (Dave)
 - March 1st will be planning meeting for those planning Horicon Huk Disc Golf Tournament. Noah Katsma will run it again. Volunteers will be needed but more information will be coming in future. Logo has been updated and player’s pak is being put together.
- Website development report (Jenny H.)
 - Website is up and running. It is now submitted to search engines. Jenny asked who might want a separate email or who would want access to emails. Liz requested one for grant applications. Pages being reworked are Jersey Street Music Festival and Farmer’s Market. Liz will create a blog that can be updated weekly. Jenny will link it to website when ready.
- Horicon Phoenix Award report (Tammy)
 - Possible nominees discussed, also way to get public aware of award by distributing small handouts at library and such
- **Design Committee Report (Liz Darner, Chair)**
 - City of Horicon Park Playground Equipment Upgrade coordination (Jenny, Tammy, Liz, Dan)

- Still in stage of applying for grants. Budget estimates were obtained from a local playground equipment company for different stages.
 - Discher Park Dance Hall Restoration (Liz)
 - Donations reached 1009. Dan and Liz met with two contractors. When weather is warmer, estimates will be made on outside board replacement and painting. Buzz met with them, pointed out Teen Center. It is older and not scheduled to be torn down at this time. Center has character and would be nice to save as well.
 - Little Library (Tammy)
 - Tammy plans to get specs for bench. Goal is to place first one in Kiwanis Park near garden. Will register library on national website.
- **Economic Restructuring Committee Report (Jenni Rettmann, Chair)**
 - Old Gardener Mfg. location (Brownfield site) repurposing (Shannon, Mark, Dan)
 - Nothing to report at this time
 - Small Business Center presentation (Shannon)
 - Shannon gave a fantastic presentation on creating a co-working space. First stage is to locate a possible space and begin planning phase. She will apply for a grant to fund this stage. She will email a proposal for this planning stage for board members to review. This process should take 4 months, will involve a survey, ads, and other outreach activities to see who would be interested in leasing space and other parameters of project. Horicon Phoenix Program would also have office there.
 - Discuss and act on Grant requests
 - Grant policy was clarified for future decisions and for website. Grants will be awarded twice yearly. Grants may be submitted all year round but will be held by a board member till February/March, with a decision and awarding in April; and September/October with a decision and awarding in November. Proposals that plan to use grant money for operating expenses will not be considered. If no grants are deemed worthy, it is not mandatory that a grant be awarded.
 - Horicon Phoenix Scholarship report (Denise)

- Denise will devise a set of criteria and contact local school counselors in the next few months.

- **Non-Action Discussion**

- 2nd Sunday of each month is a great time for committee meetings at the all-you-can-eat buffet at Horicon American Legion Post 157 Sunday, February 10th: Summer Concert Series planning, Labor Day weekend celebration planning, Garden planning, and other events
- 2013 breakfast meeting of Discover Dodge group (Liz)
 - Liz will be attending this event and report back.
- World Zombie Day & Zombie Fest
 - Dan suggested we consider having a small event if funds allow. Perhaps a Zombie Walk, similar to Samba March, and other activities. Date not set yet. Past date was Oct 13th 2012
- Other discussion.
 - Asset register created by Dan. Please add anything not on list
 - New Postcard and new booklet distributed for viewing
 - We will transition to Quickbooks in next month or so
 - Tammy and others discussed need for larger signs on highway corners for Jersey Street Festival. Possibly wooden and painted to help create exposure for event

- **Next meeting set for Sunday, March 3rd at 6:00 p.m.**

- **Adjourn.**

- Denise motioned to adjourn, Jenny R seconded. Motion passed. Meeting adjourned.