

## *Horicon Phoenix Program*

### *November 2012 Monthly Meeting Minutes*

*Sunday, November 4<sup>th</sup> 2012*

- The meeting was called to order at 6:05pm by President Dan Buchner. Members present were: Melissa Keenan, Tammy Baltzley, Mark Baltzley, Shannon Barniskis, Sarah Cournoyer, Kathy Knop, Denise Pomonis, Jen Rettmann, Liz Darner, Patti Frank, Sandy Hinzman, Morgan Brandenburg, Alice Doudna, Leslie Spoerl, and Julie Schoenknecht.
- A motion was made by Mark Baltzley and seconded by Denise Pomonis to approve the August, September, and October Minutes. Motion carried.
- Public appearances
  - Sandy Hinzman is seeking assistance from the Phoenix Program with caroling around Horicon this winter. She may need money for printing song booklets and is also looking for promotion assistance. She suggested that we ask for canned good donations at houses that are visited. Tammy suggested they try to coordinate with the Satterlee Clark House's annual Christmas open house on December 1<sup>st</sup>. There was some concern initially about Phoenix sponsoring this event, however everyone agreed that as long as we had a mix of religious and non-religious songs we should be fine. Someone also suggested that people who want carolers to come to their home should put their porch light on (just like Halloween). Sandy will work on a list of songs to sing and keep the group updated on date, time, etc.
  - Tracy Peltier did not attend the meeting.
- The Treasurer's Report was provided by Denise Pomonis.
  - We have scrip cards available in \$10, \$25, \$50, and \$100 denominations. Contact Dan if you want to order any or to collect and pay for those you have ordered already.
- Correspondence and bill paying
  - An invite from the Friends of Horicon Marsh International Education Center to their annual meeting and dinner on Thursday, November 15<sup>th</sup> from 5-6:30pm.
  - A letter from RJ Sharkey requesting assistance with Salvation Army bell ringing.
  - Shannon Barniskis moved to approve the 2013 budget and was seconded by Denise. Motion carried.
- Organization Committee Report (Dan Buchner, Chair)
  - Assign 2013 projects to committees in preparation for annual elections
    - Committee chairperson will give a monthly report on each item under their purview. This will foster a better sense of involvement in the Group.
    - Committees are encouraged to meet outside of regular monthly meetings to work on business. Send a meeting notice to each volunteer and copy the President.

- In the absence of the Committee Chairperson, the President will give a summary based on previous communications with the Director.
      - Promotion Committee: Planned events and opportunities
      - Design Committee: Improvements to current assets (playground equip, dance hall)
      - Economic Restructuring Committee: New uses for old assets (repurposing of buildings, small business center)
  - Dan provided a flow chart identifying a new project proposal process.
  - Grants report
    - The Alliant Energy & John Deere grants are in the process of being applied for. We need biographies from board members for the John Deere application.
    - Dan has already applied to Wal-Mart & Monsanto grant foundations. We should hear back from Wal-Mart in November.
    - Kwik Trip has already replied to a request with “No”
    - Dan has contacted Winter, Kloman, Moter, and Repp, S.C. in Watertown regarding an audit that is a requirement for grant applications
- Promotion Committee Report (Kathy Knop, Chair)
  - Winter Festival (Tammy, Mark): Scheduled for January 19<sup>th</sup>. Looking at doing some of the events (Snowman building contest & chili cook-off) at the Satterlee Clark house and having the ice skating at St. Stephens. The events will not overlap with the events at the Education center in the evening.
  - 2013 Summer Concert Series Events (Dan, Sarah): We have 5 new acts for a total of 13 different bands. We will continue with Art in the Park.
  - Labor Day Weekend Celebration: Ice Cream station is OK with us serving ice cream again.
  - Community Gardens (Julie, Tammy): We will discuss logistics of the community garden after the first of the year.
  - Farm Market (Kathy, Dan): We will not add any new vendors in 2013 and will not replace any new vendors if they decide not to return.
  - Larabee Street Dance & Music Festival (Dan, Liz, Julie, Mark, Kathy): Scheduled for Saturday, June 15<sup>th</sup>. Dan has selected 5 bands who will play 1 ½ hours each. The legion or someone else will serve food. No beer will be served by the Phoenix Group, but may be served by another group. The 4H group will be doing games for kids. Since it is dairy month, we should be promoting dairy with cheese tasting and other events.
  - Riverbend Park Disc Golf Course (Dave): No update
- Design Committee Report (Mark Baltzley, Chair)

- City of Horicon Park Playground Equipment Upgrade coordination (Jenny, Tammy, Barb N.): No meeting yet; Dan has taken some initial measurements.
- Discher Park Dance Hall Restoration (Dan): Liz & Dan are looking at different grants that may be available.
- Little Library (Tammy): The location will be Kiwanis Park and books will come from the library. We will need to find out from the parks board about the bench requirements.
- Economic Restructuring Committee Report (Shannon Barniskis, Chair)
  - Old Gardener Mfg. location (Brownfield site) repurposing (Open)
    - Possible Artist space / gallery?
    - Possible Small business center location?
  - Small Business Center (Open)
    - The city has donated a printer/copier/fax for the small business center. Tammy has offered space in her attic for storage.
- 2013 Budget Discussion and action
  - We need to find other script participants and stress the point that it won't cost them anything and is a real financial benefit to the Group
  - Advertising strategy
    - Liz Darnier provided some strategies on using Facebook and a way to promote the group and communicate with members. Suggestions included email blasts and interest lists.
- Discuss and act on Grant requests (none)
- Jen Rettmann moved to open a new checking account for use with Scrip Program and was seconded by Mark. Motion carried.
- Non-Action Discussion
  - We should consider having one paid positions within the group in the future. The Horicon Phoenix Program is based on the Wisconsin Main Street Program and they have fulltime employees funded by State grants. Our growth is going to necessitate change in our structure. This would be similar to what happened at the Horicon Marsh I.E.C. with Leslie H. This person would:
    - Report to the Board President
    - File report monthly with the Board of Directors
    - Have goals and targets to meet
    - Complete Regulatory compliance
    - Apply for Grants

- Work on Day-to-day coordinating and project driving
- Job Fair Report
  - 6 participants in the Job Search Strategies class
  - 8 participants in the Small Business Start-up class
  - 18 people came through and applied for jobs / took information
  - John Deere never showed up
- Horicon Marsh I.E.C. winter volunteer schedule (Denise): We will sign up for Sundays in January from 1-4pm. We would need two volunteers each day and a refresher will be available.
- Kwik Trip Scrip Cards: This report was included in the Treasurer's report
- Food sale at the Union Hall: Scheduled for Saturday, November 17<sup>th</sup>. Menu will be chili and cornbread. Food prep will be on Friday, November 16<sup>th</sup>.
- Donation of fax / copier / printer from the City: Tammy has offered space in her attic for storage.
- Set next meeting date for Sunday, December 2<sup>nd</sup> at 6:00 p.m.
- Denise moved to adjourn the meeting and was seconded by Shannon. Motion carried. Meeting adjourned at 7:35pm.