

BROWN DEER FOUNDATION

Agenda

Board of Directors
Brown Deer Foundation, Inc.
Monday, January 27, 2014 at 4:00 p.m.
Village Hall, Room 101

PLEASE TAKE NOTICE that a meeting of the Board of Directors, Brown Deer Foundation Inc., will be held at the Village Hall of the Village of Brown Deer, 4800 West Green Brook Drive, Brown Deer, Wisconsin, at which time and place the following items of business will be discussed and acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes: November 25, 2013
- IV. Elections – Three (3) Directors, Board Officers
- IV. Financial Report
 - A) Year End Statements
- V. Old Business
 - A) 2014 Deer Run
 - B) Friends of the Brown Deer Library Update
 - C) Original Village Grand Reopening Ceremony - Spring 2014
 - D) Brown Deer Education Foundation Plans (Informational Only)
- VI. New Business
- VII. Schedule Next Meeting – March 24, 2014
- VIII. Adjournment



Margaret Jaberg, President
January 22, 2014

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.

Brown Deer Foundation, Inc.
Meeting Minutes
November 25, 2013

The meeting was called to order by Margaret Jaberg at 4:05 p.m.

I. Roll Call

Present: Margaret Jaberg, Trevor Eccleston, Elizabeth Bickhart, Tom Lieven, Michael Weiss, Michael Bohn

Excused: Chad Hoier, Michael Hall, Carl Krueger, Robert Radke, Jonas Edstrom

Others Present: Wendy Jabas, representing the Friends of the Brown Deer Library; Dennis Griffin, representing the Brown Deer Board of Education, John Michels, representing the Brown Deer Athletic Booster Club, Matt Janecke, Village of Brown Deer

II. Persons Desiring to be Heard

Dennis Griffin updated the Foundation Board on efforts to start a similar non-profit foundation for the school district to assist the Scholarship Committee and other groups. This led to a larger discussion about the number and role of the various non-profit fundraising groups in the village. This will remain an open item that may come back as development unfolds.

III. Consideration of Minutes: September 23, 2013

It was moved by Michael Weiss, that the minutes be accepted as written, Tom Lieven seconded, motion passed.

IV. Financial Report – No report

A. Brown Deer Athletic Booster Club Golf Outing. Event completed, reports submitted showing a net profit of \$5,800 for the donations. John Michels reported the IRS Sec. 501(c)3 status is approved and the Club will hold the event without the Foundation's support next year.

It was moved by Michael Weiss to pay the Brown Deer Athletic Booster Club \$5,800.00 in gold outing proceeds. Seconded by Michael Bohn. Motion passed.

B. Update on Year End Statements. Current statements presented and approved. No update on overall plan for correcting past statements or presentation going forward. Two outstanding sponsorships from 2013 Deer Run – Wheaton and YMCA. Marge Jaberg will follow up with both establishments..

V. Old Business

A. Deer Run Planning. No report.

B. Friends of the Brown Deer Library Update
Annual auction was held on November 14, 2013. Approximately \$2,700 was raised. Patron challenge in process to match donations up to \$1,500 through year end.

C. Original Village Grand Re-Opening Celebration. No report.

VI. New Business.

Tom Lieven reminded the Board of the passing of Lois Dolan, longtime resident and donor. The Farmers Market will continue with new leadership. Michael Weiss asked about the planters in front of Village Hall. Those in poor shape were discarded, the others went to JFS for use at Bradley Crossing.

VII. Schedule Next Regular Meeting: Monday, January 27, 2014 at 4:00 p.m. at Village Hall

VIII. Adjournment

It was moved by Michael Bohn to adjourn at 4:50 pm, Elizabeth Bickhart seconded. The motion carried unanimously.

Submitted by Wendy Jabas for Anne Lutz, Secretary
November 25, 2013

Deer Run 2013 Checklist

Task	Person Res.	Done?
Pre - Planning (6 mos. Ahead)		
Set Race Date		
Route		
a. Approved by Badgerland	Hank	
b. Map to Police Dept.	Chad	
Reserve Shelter w/ curtains	Chad	
Update Hotline Message at Village Hall	Matt	
Reserve Tent for chips / awards	Chad	
Reserve Portable Toilets & Garbage	Chad	
By Jan 1		
Sponsors (see attached)		
By Feb. 1		
Brochures	Tom / Nicole	
a. Logo	Marge	
b. Confirm Registration & Deposit handler (Village Hall)	Marge	
Confirm Insurance coverage	Jonas	
Confirm Publicity - NS Now, Activity Calendar MJS	Trevor	
Order T-Shirts & Hats	Liz	
Listed on Village & Badgerland website	Hank	
Contracts - Badgerland, Chips, Zap	Marge	
By Feb 15		
Finalize sponsors	MJ	
By March 1		
Confirm Parking	Mike B.	
Order T-Shirts (# of each size, logo, sponsors) (3/25)	Liz	
On Line Registration Live	Hank	
Brochures for general distribution (w/posters)	Tom	
Village Permits	Chad	
Posters - Order 100 (back by 3/29)	Tom	
Awards - Order Medals	Carl	
Confirm Water Station Sites	Chad / Marge	
Flyers for schools to distribute (election sites)	Tom	
Healthy Kids Day at YMCA	Marge / Carl	
Village Newsletter Ad/Article	Chad / Marge	
Begin Recruiting Volunteers		
a. Parking	Mike B.	
b. Registration - Friday prep	Jonas	
b. Registration - Saturday walk ups	Mike W.	
c. Route Sentrysts	Marge	
d. Water Stations	Liz	
e. Food Distribution at race end	Anne / Bob	

f. Set up / Clean Up	All	
Stipend to Logo, Brochure Artists	All	
Confirmation Letters / Invoices to Sponsors	Chad / Susan	

Task	Person Res.	Done?
By April 1		
Reserve Sound System	Bob	
Notification of Residents after 15th	Chad / Police	
Posters - Distribution	Liz	
Bulletin Board / Banner for Sponsors	Chad	
Week / Day of Event		
Get completed applications from YMCA to TriCity	Trevor	
Bags for Registration Packages (800)	Mike W	
Close Village Hall parking lot at 7:30am	BD Police / DPW	
Sentrys report at 8am	Hank / Striders	
Close Greenbrook at 8am	BD Police / DPW	
Water - along route at Fairy Chasm & Ganzers	Liz / Hank	
2 tables, trash cont, 1,500 cups, Chad has key & hose		
Runner Warm Up	Bob / YMCA	
Food at race end - pick up at vendors	Bob / Anne	
Fruit		
Bagels	Liz	
Juice	Liz	
Bottled Water	Liz	
Road Barricades	Police	
Electrical	Bob / Chad	
Cash for Registration	Tom / Liz	
Awards - table, medals	Carl / Trevor	
Sound System	Bob	
Risers - locate and set up	Bob / Chad	
Clean Up	All	
Collect sentry vests (volunteers get a Tshirt upon return)	All	
Tables - from Park & Rec, FIS, and ?	Chad	
By May 15		
Thank you letters	Marge	