

# BROWN DEER FOUNDATION

## Agenda

Board of Directors  
Brown Deer Foundation, Inc.  
Monday, March 24, 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: January 27, 2014
- IV. Financial Report
  - A) Donation Requests
    - 1) 4th of July
    - 2) Community Vibes
- 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 – Tuesday, May 27, 2014
- VIII. Adjournment



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Margaret Jaberg, President  
March 19, 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**  
**January 27, 2014**

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

**I. Roll Call**

Present: Margaret Jaberg, Trevor Eccleston, Elizabeth Bickhart, Carl Krueger, Mike Bohn, Michael Hall, Robert Radke, and Anne Lutz

Excused: Michael Weiss, Jonas Edstrom, Tom Lieven

Others Present: Chad Hoier, Brown Deer Park & Recreation Department

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes**

*It was moved by Carl Krueger, that the minutes be accepted as written, Trevor Eccleston seconded, motion passed.*

**IV. Elections**

Three Directors were nominated for election to three year terms: Margaret Jaberg, Robert Radke: and Michael Weiss.

*Carl Krueger made the motion to accept the officers as presented. Anne Lutz seconded the motion. The motion passed.*

The slate of officers for 2014 was presented: Marge Jaberg, President, Bob Radke, Vice-President, Michael Hall, Secretary, and Tom Lieven, Treasurer.

*Carl Krueger made the motion to accept the officers as presented. Elizabeth Bickhart seconded the motion. The motion passed.*

**V. Financial Report – was taken up after some old business when copies were available**

The financial report was presented. Several items need to be put into the correct subaccounts. Marge and Tom will work together to clean it up. The cash balance of \$83,880.23 in the account will not change.

*Bob Radke made the motion to accept the treasurer's report, Elizabeth Bickhart seconded, motion passed.*

**VI. Old Business**

**A. Deer Run Planning.**

The Deer Run 2014 checklist was done. Date for next year's event set for April 26, 2014.

*It was moved by Elizabeth Bickhart, that the Board President be authorized to enter into contracts for the 2014 race management with Badgerland Striders and chip management provided the terms are substantially similar to 2013 terms, Bob Radtke seconded, motion passed.*

**B. Friends of the Brown Deer Library Update**

They held elections in January to re-elect the same officers as last year. The Friends are sponsoring a Schlitz Audubon program on February 8, 2014 from 11:00- 12:15 at the Library Community Room that is free and open to the public. They made the \$1,500 Matching Funds donation and also an additional \$2,500 donation to the Library in December.

**C. Original Village Grand Reopening**

**Ceremony will be held June 7, 2014 from 2 to 6** to showcase various businesses with patios. A planning meeting with area businesses will be held on February 3, 2014 at 10:00 am. School groups will be invited to perform - Bob Radtke will volunteer sound services.

**D. Brown Deer Education Foundation Plans (Informational only)**

Some Foundation Directors attended a meeting at the school district to discuss forming a non-profit Foundation. They do have several 501(c) 3 groups such as the Scholarship Fund and the Athletic Booster Club and may look to fold activities that are not currently covered into one of those entities in the short term, and an overall single organization that can serve the entire Village in the long term. They are still gathering information.

**VI. New Business**

Elizabeth Bickhart resigned from the Board of Directors because Westbury Bank is closing so she will no longer represent a community business as a member of the Foundation. We will really miss her.

**VII. Scheduled Next Regular Meeting: Monday, March 24, 2014 at 4:00 p.m. at Village Hall**

**VIII. Adjournment**

*It was moved by Carl Krueger to adjourn at 4:50 pm, Bob Radke seconded. The motion carried unanimously.*

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Anne Lutz, Secretary  
January 27, 2014

## Deer Run 2014 Checklist

| <b>Task</b>  | <b>Person Res.</b> | <b>Done?</b> |
|--|--------------------|--------------|
| <b>Pre - Planning (6 mos. Ahead)</b>                     |                    |              |
| Set Race Date  |                    | 26-Apr       |
| Route  |                    |              |
| a. Approved by Badgerland                                | Hank               | X            |
| b. Map to Police Dept.                                   | Chad               | X            |
| Reserve Shelter w/ curtains                              | Chad               | X            |
| Update Hotline Message at Village Hall                   | Matt               | X            |
| Reserve Tent for chips / awards                          | Chad               | X            |
| Reserve Portable Toilets & Garbage                       | Chad               | X            |
|  |                    |              |
| <b>By Jan 1</b>  |                    |              |
| Sponsors (see attached)                                  |                    |              |
|  |                    |              |
| <b>By Feb. 1</b>   |                    |              |
| Brochures  | Tom / Nicole       |              |
| a. Logo  | Marge              | X            |
| b. Confirm Registration & Deposit handler (Village Hall) | Marge              | X            |
| Confirm Insurance coverage                               | Jonas              | X            |
| Confirm Publicity - NS Now, Activity Calendar MJS        | Trevor             | X            |
| Order T-Shirts   | Mike W             |              |
| Listed on Village & Badgerland website                   | Hank               |              |
| Contracts - Badgerland, Chips, Zap                       | Marge              |              |
|  |                    |              |
| <b>By Feb 15</b>   |                    |              |
| Finalize sponsors  | MJ                 |              |
|  |                    |              |
| <b>By March 1</b>  |                    |              |
| Confirm Parking  | Mike B.            | X            |
| 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               | X            |
| Posters - Order 100 (back by 3/29)                       | Tom                |              |
| Awards - Order Medals                                    | Carl               |              |
| Confirm Water Station Sites                              | Chad / Marge       |              |
| Flyers for schools to distribute                         | Tom                |              |
| Confirm 10 tables from FIS                               | Mike B.            | X            |
| Village Newsletter Ad/Article                            | Trevor             |              |
| Begin Recruiting Volunteers                              |                    |              |
| a. Parking   | Mike B.            | X            |
| b. Registration - Friday prep                            | Jonas              |              |
| b. Registration - Saturday walk ups                      | Mike W.            |              |
| c. Route Sentrysts                                       | Marge              |              |
| d. Water Stations  | Marge              |              |
| 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 |  |

| <b>Task</b>  | <b>Person Res.</b> | <b>Done?</b> |
|--|--------------------|--------------|
| <b>By April 1</b>  |                    |              |
| Reserve Sound System                                       | Bob                | X            |
| Notification of Residents after 15th                       | Chad / Police      |              |
| Posters - Distribution                                     | Trevor             |              |
| Bulletin Board / Banner for Sponsors                       | Chad               |              |
|  |                    |              |
| <b>Week / Day of Event</b>                                 |                    |              |
| 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               |                    |              |
| 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   |                    |              |
| Juice  |                    |              |
| Bottled Water  |                    |              |
| Road Barricades  | Police             |              |
| Electrical   | Bob / Chad         |              |
| Cash for Registration                                      | Tom                |              |
| 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               |              |
|  |                    |              |
| <b>By May 15</b>   |                    |              |
| Thank you letters  | Marge              |              |