

# BROWN DEER FOUNDATION

## Agenda

Board of Directors

Brown Deer Foundation, Inc.

**Monday, March 25, 2013 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 28, 2013
- V. Financial Report
  - A) Funding Requests
    - 1) Village Appreciation Dinner
    - 2) 4th of July Celebration
    - 3) Post Prom Celebration
- VI. Old Business
  - A) Deer Run Planning – Saturday, April 27, 2013
  - B) Friends of the Brown Deer Library Update
  - C) Adopt-A-Flowerbed – Village Hall Planters Update
  - D) Community Center at Bradley Crossing Update
- VII. New Business
  - A) Sponsorship Request – Brown Deer Athletic Booster Club Golf Outing
- VIII. Schedule Next Meeting – May 27, 2013
- IX. Deer Run Planning Session – April 15, 2013 - ?
- IX. Adjournment



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Margaret Jaberg, President  
March 20, 2013

**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 28, 2013**

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

**I. Roll Call**

Present: Margaret Jaberg, Jonas Edstrom, Anne Lutz, Tom Lieven, Elizabeth Bickhart, Michael Bohn, Robert Radke

Excused: Chad Hoier, Carl Krueger, Michael Weiss, Trevor Eccleston

Others Present: Hank Nisiewicz, Badgerland Striders

**II. Persons Desiring to be Heard**

A. Elizabeth Bickhart requested to be heard under funding requests

**III. Election of Directors and Officers**

Trevor Eccleston, Jonas Edstrom, and Elizabeth Bickhart were elected to new three-year terms as Directors.

Board officers were elected: President: Marge Jaberg, Vice-President: Robert Radke, Treasurer: Tom Lieven, Secretary: Anne Lutz.

**IV. Financial Report**

A year-end report was presented by Tom Lieven. Some items will need to be cleaned up on the report. Marge will follow up with fiscal agent. She will also give an annual report to the Village Board.

**A. Funding Requests**

Elizabeth Bickhart requested money for the Community Vibes to be held on three Wednesdays, June 19, July 17, and August 21 from 6-8:30pm.

*It was moved by Bob Radke and seconded by Tom Lieven to sponsor the Community Vibes for 2013 in the amount of \$500 to be paid from Deer Run proceeds through the Brown Deer Granville Chamber of Commerce. The motion carried unanimously.*

**V. Old Business**

**A. Friends of the Brown Deer Library**

Anne Lutz reported the Friends have donated \$4,500 since November to the Library.

**B. Adopt-A-Flowerbed – Village Hall Planters**

No report.

**C. Community Center at Bradley Crossing Update**

No report.

## **VI. New Business**

### **A.) Deer Run April 27, 2013**

1. Jonas will handle Registration, Insurance, and Friday Afternoon Set Up of preregistration packages at Village Hall. Marge will print lists and stickers.
2. Race Fees will stay the same as last year - Runners Pre-\$20, Day of-\$28, Walkers-\$20 both types, group of 4 or more-\$15 each. No group registration the day of the race. Registration will be online or sent to Village Hall postmarked by April 23. Drop-off box deadline: Wednesday April 25th.
3. Bob in charge of food set up, and has registration signage.
4. Tom and Tim will track registration numbers for walkers on the day of the event since those do not get counted by chip.
5. Liz will do tee shirts again and work with Trevor on hats for the Foundation. She will also get the bagels and set up the water stations.
6. Marge will do sponsors and sentry's this year.
7. Hank will get the on-line registration set up with no option for mailing entries.
8. Logo will remain the same with the number on the deer banner changed to a 9. New logo will be created for next year to highlight the 10<sup>th</sup>.

Carl will be holding a "Carl's Crusade" leading up to the Deer Run. There was discussion about how to support this effort. If 10 or more do the walks and sign up for the Deer Run, we can accommodate "Carl's Crusade" on the shirts.

## **VII. Next Meeting – Deer Run Work Session February 25, 2013 at 4:00 p.m.**

## **VIII. Adjournment**

*It was moved by Bob Radke and seconded by Liz Bickhart to adjourn at 5:20 pm. The motion carried unanimously.*

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Anne Lutz, Secretary  
January 30, 2013



OFFICE OF THE VILLAGE MANAGER  
4800 West Green Brook Drive  
Brown Deer, Wisconsin 53223

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February 6, 2013

(SENT VIA E-MAIL)

Margaret Jaberg  
President  
Brown Deer Foundation

Dear Marge:

It was recently brought to my attention that you had questioned why the Brown Deer Foundation was not solicited to assist with funding the Village Appreciation Dinner that will be held on April 19, 2013. The simple answer is, I was not aware that the Foundation had funded this event in the past. I was advised that every three years the Village of Brown Deer hosts an Appreciation Dinner for the individuals that serve on the various Village committees, commissions and boards the previous three years and that there was no funding in this year's budget.

As 2013 is the year that the Village will be hosting this appreciation dinner, we researched our options that would be available. As Interim Village Manager, I was not aware nor was I informed by anyone that the Foundation has funded this event in the past.

Even though we have gained approval by the Village Board of an amount of \$5,000 to host the Appreciation Dinner this year, I am confident they would accept all or a portion of funding of this cost from the Foundation.

Therefore, I would like to make a formal request as the Interim Village Manager of the Village of Brown Deer for any funding assistance the Foundation may provide to the Village in hosting this year's Appreciation Dinner.

Thank you for your time and consideration. If you have any questions regarding this request, please do not hesitate to contact me.

Sincerely,

David L. Berner  
Interim Village Manager



PARK AND RECREATION DEPARTMENT  
4800 West Green Brook Drive  
Brown Deer, Wisconsin 53223

January 28, 2013

Dear Brown Deer Community,

With 2013 well under way, the Brown Deer community has already begun preparation for the honored tradition of our 4<sup>th</sup> of July Celebration. This year marks the 40<sup>th</sup> Anniversary of this timeless family event, and in commemoration, our theme is **"40 YEARS FOR THE PEOPLE."** This event that draws thousands of residents from the local and surrounding communities is made possible by the hard work and cooperation of the village residents and committees, as well as the much needed sponsorship of local businesses and community organizations.

The 4<sup>th</sup> of July Celebration has prided itself on the ability to generate needed revenue to cover the growing costs from the generous donations of both the residents and businesses of this community. To aid in funding this event, we have established the following sponsorship levels to acknowledge and recognize those who offer support.

Platinum Sponsor	\$250 or More
Gold Sponsor	\$150 or More
Silver Sponsor	\$50 or More
3' x 5' Advertising Banner (limited space)	\$300/yr *Please call to inquire.*

A monetary donation, or any other contribution to help our community event, would be greatly appreciated and would assist in making this year's celebration a success. Sponsors will be listed in the official 4<sup>th</sup> of July Program which is delivered in June to all Brown Deer residents and businesses and is distributed on July 4<sup>th</sup> at the main entrance of the Village Park.

**Enclosed is a contribution card and return envelope for your convenience.  
Please help show your support by contributing a check payable to the  
Brown Deer 4th of July Committee.**

Thank you for your continued support of this special community tradition. If you need additional information, or if you are interested in entering a Parade Float, please call Matthew Patrick at (414) 897-2933, or Chad Hoier, Park and Recreation Director, at (414) 371-3070.

Sincerely,  
BROWN DEER 4TH OF JULY COMMITTEE

Matthew Patrick  
Fund Raising Chair

February 16, 2013

Mr. Joe Klucarich  
Brown Deer Foundation  
6020 W. Creekside Dr.  
Brown Deer, WI 53209

Dear Brown Deer High School Supporter;

Brown Deer High School parents are requesting your support for the Brown Deer High School Post Prom celebration, which will be held on May 4, 2013. We offer our students a safe, fun, alcohol-free, close-to-home party where they can socialize with friends and relax after the formal prom. Our event will include food, music, games, entertainment and door prizes.

We need your help to make this a successful party. Please consider a monetary donation, door prize or gift certificate. We would appreciate any contribution you are able to make.

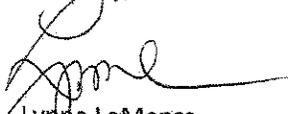
Donations of door prizes, gift certificates and donation checks (payable to Brown Deer High School with Post Prom in the memo line) can be sent to:

Lynne LeMense Brown Deer Post Prom Committee 6242 W Glenbrook Road Brown Deer, WI 53223  Phone 414-357-6144 Email: samdad@wi.rr.com	Brown Deer High School Post Prom Committee 8060 North 60 <sup>th</sup> Street Brown Deer, WI 53223
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If you would like, a post prom committee member would be happy to pick up your donation. Please contact Lynne LeMense to make arrangements.

All contributions will be acknowledged publicly and patronage to your business will be encouraged. We appreciate your support of Brown Deer High School and our students.

Sincerely,



Lynne LeMense  
Brown Deer Post Prom Committee

*I look forward to  
seeing you & Rose  
at Mass! Peace  
Lynne*

**Jill Kenda-Lubetski**

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**From:** M Jaberg [mbjaberg@yahoo.com]  
**Sent:** Wednesday, March 20, 2013 9:40 AM  
**To:** Jill Kenda- Lubetski  
**Subject:** Fw: BROWN DEER FOUNDATION

Hi Jill,

Please add, under nwe business, Sponsorship request - Brown Deer Athletic Booster Club Golf Outing.

Also, John will be coming to the meeting to make the ask in person. I told him to come later, as we'll be discussing the Deer Run, but to get there just before the doors get locked at 4:30. Please watch for him on Monday.

----- Forwarded Message -----

**From:** John Michels <jmichels@milwaukeeelawnsprinkler.com>  
**To:** mbjaberg@yahoo.com  
**Sent:** Wednesday, March 20, 2013 8:58 AM  
**Subject:** BROWN DEER FOUNDATION

Hey Marge,

As I spoke to you prior, what are the steps I need to take for the Brown Deer foundation to help us out by letting us piggy back using the non-profit status to help us gain more donations. Most of the so called "big boys", i.e. Milwaukee Brewers, Bucks, Packers, Kohl's, etc. require us to send them non-profit status before releasing a donation to us.

Let me know what I need to do, and when the next meeting is so I can attending and ask formally.

Thanks

John Michels  
Design/Sales  
Milwaukee Lawn Sprinkler Corp.  
N60W16180 Kohler Lane  
Menomonee Falls, WI 53051  
Ph: 262-252-3880  
Fax:262-252-5379  
Email: jmichels@milwaukeeelawnsprinkler.com

## Deer Run 2013 Checklist

<b>Task</b>	<b>Person Res.</b>	<b>Done?</b>
<b>Pre - Planning (6 mos. Ahead)</b>		
Set Race Date		X
Route		
a. Approved by Badgerland	Hank	X
b. Map to Police Dept.	Chad	
Reserve Shelter w/ curtains	Chad	X
Update Hotline Message at Village Hall	Matt	
Reserve Tent for chips / awards	Chad	X
Reserve Portable Toilets & Garbage	Chad	X
<b>By Jan 1</b>		
Sponsors (see attached)	MJ	
<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	
Confirm Publicity - NS Now, Activity Calendar MJS	Trevor	X
Order T-Shirts & Hats	Liz	X
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	X
Brochures for general distribution (w/posters)	Tom	
Village Permits	Chad	
Posters - Order 100 (back by 3/29)	Tom	
Awards - Order Medals	Carl	X
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	X
Begin Recruiting Volunteers		
a. Parking	Mike B.	X
b. Registration - Friday prep	Jonas	
b. Registration - Saturday walk ups	Michael	
c. Route Sentries	Marge	X
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	

<b>Task</b>	<b>Person Res.</b>	<b>Done?</b>
<b>By April 1</b>		
Reserve Sound System	Bob	
Notification of Residents after 15th	Chad / Police	
Posters - Distribution	Liz	
Bulletin Board / Banner for Sponsors		
<b>Week / Day of Event</b>		
Get completed applications from YMCA to TriCity	Trevor	
Bags for Registration Packages (800)	Michael	X
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 / Heather	
Food at race end - pick up at vendors	Bob / Anne	
Fruit	Marge	
Bagels	Liz	
Juice	Liz	
Bottled Water	Liz	
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	