



**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP MONTHLY MEETING MINUTES
SATURDAY, February 17, 2024
9:30 a.m.**

Location: Townsend Fire Department Meeting Room

Attendees:

Duane Bann	Joe Heyrman	Anita Szyszkiewicz
Chuck DeMoulin	Dee Johnson	Linda Vander Heiden
Dacon Franzen	Amy Klapper	John Zeller
Deb Franzen	Wanda Laste	
Roberta Glisczinski	Kevin Osadjan	
Michelle Grobe	Ray Scheifen	

The meeting of the Friends of Townsend Fire Membership was called to order by Wanda Laste at 9:32 a.m.

A motion to approve the January 20, 2024 meeting minutes was made by Roberta Glisczinski, seconded by Anita Szyszkiewicz, motion carried.

Reminders

- FOTF 5013c is one year old!
- FOTF Bylaws are on the website.
- Talk up FOTF – recruit, recruit, recruit!
- FOTF website has had 1,255 site visitors and 1,540 social views.
- Facebook has 68 likes and 144 followers.
- Membership is currently at 40.

By-laws

- By-laws are on the FOTF website for viewing www.friendsoftownsendfire.org
- Recommendations to change the bylaws are to be sent to Anita Szyszkiewicz via email @ FOTF@friendsoftownsendfire.org
- Recommended changes to be reviewed by BOD.

Treasurers Report

- Donations
 - The ownership of the truck used for collection of aluminum cans will remain under the current owner. The FOTF will have access to the truck for can collection.
 - Memories Candy Store located in Lakewood, has offered to donate the 2024 summer “tip jar” money to FOTF, and FOTF has accepted.
 - Donations from charities, retirement distributions, and estate planning, as well as employer /business matching donations are always welcome.
 - Anita Szyszkiewicz to place a donation button on the website utilizing PayPal.



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Treasurers Report (cont'd)

- Leap Year Raffle Update
 - As of this writing the Leap Year Raffle is \$10k in the black.
 - An anonymous donor purchased tickets and named the Christian Food Pantry as the ticket holder.
 - Raffle tickets have been distributed to local businesses.
 - Deb Franzen is keeping records of the number of tickets take rate and donations above and beyond the returned tickets. The records will assist with future ticket pricing and number of tickets to be printed.
 - Additional raffle tickets are available! Please sell to friends and family. Contact Wanda Laste for additional tickets.
 - The raffle drawing will run live simultaneously on the FOTF and Townsend Fire Department Facebook pages on February 29, 2024 at 2:29 p.m.

Online Store

- There will be no navy-blue tee-shirts, as the color is too close to the Townsend Fire Department shirt color.
- Various products available on the online store were passed around to membership for their review.
- Shipping options include direct ship to purchaser (for a fee) and pick-up (Kevin Osadjan to pick-up and an email will be sent to purchaser of place/time for pick-up).
- A \$5 donation to the FOTF is included with each item purchased,
- The online store is to go live on the FOTF Website as soon as possible.
- Once the online store is up and running, Anita Szyszkiewicz to send an email to membership with a link to the website online store page.

Volunteer Shirts

- The color will be safety yellow.
- Shirts will be 50/50 blend of cotton and polyester.
- A FOTF logo will be on the front and back of the shirt
- "EVENT VOLUNTEER" will be on the back of the shirt.
- The previous order was for 30 shirts, varying in sizes.
- New volunteer shirts are to be worn at 2024 events – no old volunteer shirts.

Townsend Fire Department Recognition Plaque

- Anita Szyszkiewicz and Linda Vander Heiden to continue research on the type of recognition plaque and present findings to membership at a future meeting.

Grant Writing

- Ray Scheifen has compiled a list of potential grants available to FOTF.
- A recorded Zoom grant writing class that members of the Town of Townsend will be attending, will be available to the FOTF Grant Writing Committee, for their viewing.
- Interested in joining the committee contact Ray Scheifen or Dawn Herlache.



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Board of Director's Elections

- There are two positions available for the Director's position currently held by Joe Heyrman and Kevin Osadjan.
- The term is three years.
- Meetings are held on Monday's every two weeks (number of meetings to be reduced in the future).
- The role of the elected director(s) is determined by the BOD.
- Interested in running? Send an email to fotf@friendsoftownsendfire.org to declare intent no later than Saturday, March 16, 2024!
- Voting to take place at the FOTF Annual Membership Meeting
 - Date: April 20, 2024
 - Time: 9:30 a.m.
 - Where: Townsend Fire Department Meeting Room
 - Must be present to vote.
 - Voting for two board positions
 - **No absentee voting.**

Events

- Phil's Radar Run
 - Date: Saturday, February 24, 2024
 - Set-up 10 a.m.
 - Shift: 10 a.m. to 2 p.m.
 - Six to eight volunteers needed
 - Operate Beverage Stand: sell beer soda and raffles
 - All beverages purchased by FOTF
 - 2023 had a positive profit margin
 - Ask for volunteers on FB if there are not six to eight volunteers
- Expansion of Kayak Placement
- July 4th Event
 - Volunteers needed:
 - Visitors or family visiting that day, volunteer for a portion of the event.
 - Send prize ideas to Deb Franzen
 - Start advertising in May, 2024
- Brat Fry
 - Playground cleanup idea presented to FOTF.
 - The playground cleanup brat fry is a community fundraiser in which the FOTF has been asked for six volunteers to help.
 - A potential brat fry's fundraiser to be held at Mikes Supermarket on May 18, 2024 and June 22, 2024.
 - Baked goods are needed
 - In the past excess funds/food have been donated to organizations such as the Lakewood Food Pantry.
 - Joe and Terri Heyrman will spearhead the brat fry event.
 - Details will be provided at the February 17, 2024 Membership Meeting.



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Other Business:

- July 4th Event
 - Additional prize ideas needed no later than May 1, 2024 (to ensure raffle tickets are accurate).
 - Budget needs to be developed.
 - Prize Ideas from membership:
 - FOTF Apparel Basket
 - Archery Package
 - Packer Tickets with Tailgate items
 - Fab Lab fire ring
 - A July 4th event committee to be put together, interested in being on the committee, email fotf@friendsoftownsendfire.org

Future Meeting Dates:

All meetings to be held on the third Saturday of the month at the Townsend Fire Department meeting room at 9:30 a.m.

March 16, 2024	April 20, 2024**
May 18, 2024	June 15, 2024

****Annual Membership Meeting – BOD Elections**

Motion to adjourn meeting by Anita Szyszkiewicz, seconded by John Zeller, motion carried. Meeting adjourned at 11:04 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita Szyszkiewicz, Secretary