

**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP MONTHLY MEETING MINUTES
SATURDAY, JULY 15, 2023
9:30 a.m.**

Location: Townsend Fire Department Meeting Room

Attendees: Duane Bann Deb Franzen Pam Van Oss John Zeller
 Joe Heyrman Ray Scheifen Bruce Van Oss
 Dacon Franzen Anita Szyszkiewicz Dwayne Ziegler

Meeting called to order at 9:30 a.m. by Co-Chairman Joe Heyrman.

Review of July 4th Event – By All:

- **July 4th Financials:**
 - o Approximate total income \$45,548.75 net
 - o Some invoices have been paid. Open invoices will be paid upon receipt
 - o Green raffle tickets brought in \$19,800.00
 - o Checking Account balance is \$18,000.00
 - o Savings Account balance is \$109,000.00
- **July 4th Feedback:**
 - o Food & Food tickets
 - Two food tickets stations with 3-4 volunteers manning the booth worked well.
 - Start selling tickets by 9:30 a.m. (earlier if popcorn is earlier)
 - Canopy over ticket stations is critical
 - Full sheet is 20 for \$20 Communicate to buyers – “If you don’t use all of the tickets, consider it a donation to the fire department.
 - Individual tickets can be purchased.
 - Foil wraps worked well.
 - Food line flowed well.
 - Ran out of burgers, hot dogs, and brats.
 - Food volunteers need to let the food ticket volunteers when food is running low.
 - o Signage
 - Additional signs in front and/or above overhead doors (2 &3) directing people to the first door.
 - Tape arrows on the floor for food, as well as rope barriers worked well.
 - o Cash box
 - Open visible/exposed cash boxes. Suggest closed boxes rather than open containers.
 - Keep cash bags at stations so money can be taken to backroom.
 - Keep food tickets and raffle money in separate closed boxes.

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- **July 4th Feedback (continued):**

- o Raffle Drawing:
 - Multiple raffle (green) 1-1.5 hours prior to drawing.
 - Relocate raffle tumbler to front table 1-1.5 hours prior drawing.
 - Announce raffle winners earlier
- o Bar/Beverages:
 - Recommendation to use tickets only purchases
 - Recommendation to rope off corner of bar with “Staff Only” signage to discourage bar leaners.
- o Volunteers thank you luncheon:
 - August 13th Volunteer Appreciation Dinner is at Waubee Lodge beginning at Noon.
 - Attendees count is at 42.

Weiner Fest (meat raffle only):

- o Saturday, July 29th 11:30 a.m. to 4:00 p.m.
- o Still need 1-2 more volunteers
- o Volunteers:
 - Chuck DeMoulin
 - Linda Ziegler
 - Dacon Franzen
 - Deb Franzen
 - Anita Szyszkiewicz

Fall Raffle/Open House:

- o September 30th – same day as Chili Cookoff
- o When should selling begin for the fall raffle?
 - Tickets (how many/how much)?
 - Prizes?
 - Drawing date?
- o Looking for Open House ideas...

Other Business:

- o FOTF Board member Kevin Osadjan is working on creating a logo for the group.
- o Linda Ziegler provided information on the availability of free brochure printing from the Oconto County Economic Development Corporation.
- o Anita Szyszkiewicz will create and be the administrator of the FOTF Facebook page.
- o Action Item: Linda Ziegler to work with Kevin ? to review costs and what is needed to move forward with media opportunities.

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FOTF Board Goals- By Joe Heyrman

Description	Lead	Target date	Status
Obtain by law template	Wanda	6/1/2023	Cpt
Finalize name	All	7/1/2023	Cpt
Create mailing address	Deb	7/1/2023	Cpt
Brat Fry	Members	7/1/2023	Cpt
Define what a member is is not	All	7/1/2023	Cpt
Create logo	Kevin	9/1/2023	In progress
Revise bylaws	John	9/1/2023	In progress
Review bylaws as a team	All	9/1/2023	In progress
Adopt bylaws	Members	10/1/2023	
Consider banking alternative	Deb	9/1/2023	
Create membership application	John	9/1/2023	In progress
Tracking membership status	Anita	9/1/2023	In progress
Financial review current state	All	9/1/2023	
Choose a type of structure(Corporation Association LLC)	All	10/1/2023	
Prepare and submit application for tax exempt status	Deb	10/1/2023	
Develop Communication Plan	Joe	10/1/2023	
Create Facebook page	Anita	10/1/2023	
Determine transition needs	All	1/1/2024	
Establish accounting requirements	Ray	1/1/2024	
Obtain liability insurance	Wanda	1/1/2024	
Reserve web domain	Anita	3/1/2024	
Explore membership	All	3/1/2024	
Determine bonding requirements	All	10/1/2023	

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.

August 19, 2023 September 16, 2023 October 21, 2023
November 18, 2023 December 16, 2023

Joe Heyrman made a motion to adjourn the meeting, Deb Franzen seconded the motion. The meeting was adjourned at 10:35 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita Szyszkiewicz, Secretary