

**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP MONTHLY MEETING MINUTES
SATURDAY, November 18, 2023
9:30 a.m.**

Location: Townsend Fire Department Meeting Room

Attendees: Duane Bann Wanda Laste Anita Szyszkiewicz Pam Van Oss
Deb Franzen Kevin Osadjan Dean Vander Heiden
Dawn Herlache Nancy Smith Linda Vander Heiden

The meeting of the Friends of Townsend Fire Membership was called to order by Wanda Laste at 9:30 a.m.

A motion to approve the October 21, 2023 meeting was made by Dawn Herlache, seconded by Linda Vande Heiden, motion carried.

Thank You's

- Thank you that helped at the Trunk or Treat event– good turnout with kids.
- Thank you to those that helped stuff 2100 envelopes for Townsend recycling center stickers and letters.

Membership Form/Bylaws

- Membership form went out via email.
- Recommendations to change the bylaws are to be sent to Anita Szyszkiewicz via email.
- Recommended change to be reviewed by BOD.

Financials

- Wanda Laste and Deb Franzen meet with Northern Financial Services (NFS) to discuss nonprofit accounting practices.
- Check writing with one signature is limited to \$2,500 anything above the amount requires for two signatures.
- Discussed various types of grants available from corporations, retailers, insurance companies, legacy foundations, as well as federal and state agencies.
- Gerard Jug Baugnet is retiring after 37 years on the Townsend Fire Department. Chief Herlache will fill out a Funds Request Form to purchase a retirement axe for Gerard and turn it into Board of Directors for approval.
- **Action Item:** Dawn to send wish list to Anita for website.

Financial Meeting with Chief Herlache

- \$35k expenses anticipated for accessories for the new fire truck.
- Ladder Truck Sale:
 - Fire Department to repurpose some equipment for new truck.
 - Owner is Town of Townsend
 - Purchased in 2009
 - Initial cost was \$12,850 2009
 - Funds will be used for future fire department purposes.
 - \$2-\$3k additional expenses for updating trucks.
 - Potential seller of truck: Wisconsin Surplus Auction.

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Curtis Kee

- Curtis Kee is an active member of the Townsend Fire Department and Lakewood Townsend Ambulance.
- Curtis Kee's daughter, a Townsend resident, recently passed away.
- The funeral is Friday, December 8th at St. John's church in Townsend.
- Card to be sent out from Friends of Townsend Fire.

Recycling/Can Pick-up

- Can bins full at Topsy's
- Can run on Tuesday, November 21, 2023 @ 9:00 a.m.

Media/Publicity

- **Membership Form:**
 - Completed – in use
- **Brochure:**
 - Draft passed around for membership viewing.
 - January 2024
- **News Release:**
 - To be published by mid-December
- **Social Media:**
 - **Facebook Page:**
 - Completed – in use.
- **Website:** Completed – to be published January 1, 2024

Fundraising Ideas

- Leap Year Raffel
 - Mailing expected to go out early January.
 - Drawing February 29th.
 - Will need help stuffing envelopes, watch your email for stuffing dates.
 - Suggested using the year 2024 and 29 in prize amounts.
 - Suggestion to mail tickets and include a letter regarding the change from Fireman's Wives to Friends of Townsend Fire, as well as the membership form and brochure (if complete).

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Other Business:

- FOTF options discussed for clothing (screen printed)
 - Express Embroidery-2 colors \$12-\$15 locks
 - Team Apparel \$12-\$15 extra \$1 per larger sizes
 - Distinguish between volunteer verses supporters.
 - Reprint yellow volunteer shirts.
 - Sell shirts at local merchants.
 - Kevin Osadjan is gathering additional information.
- Townsend Tree Lighting ceremony is Sunday, November 26, 2023 at 4:00 p.m.
 - Joe advised us at a prior meeting that it would be best for FOTF to **not** put out a table or to promote our organization at the tree lighting.
- Saturday December 2nd Lions Club Kids Christmas party.

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.

December 16, 2023

January 20, 2024

February 17, 2024

Anita Szyszkiewicz made a motion to adjourn the meeting, Linda Vander Heiden seconded the motion. The meeting was adjourned at 10:31 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita Szyszkiewicz, Secretary