

MINUTES

Maxwell Old Settlers Generations Committee Meeting

Date: 8/28/2024

Time: 6:30 PM

Location: Maxwell Area Community Center, 84 Main Street, Maxwell, Iowa 50161

Website: <http://www.oldsettlers.com/>

Email: oldsettlersgenerations@gmail.com

1. Carol Laffey - Board Director Call to order: 6:33PM
2. Board Director - Welcome
3. Approval of Agenda (Waved for this meeting) no officers in place. -Waived
4. Approve the minutes of the last meeting (Waved this for this meeting) no previous meetings to approve. -Waived
5. Board Director's Statement Explaining Vision for the structure of the 501(c)(3)
 - Explanation of the newly formed group.
 - This group operates independently from the Old Settlers Steering Committee. Carol Laffey attended a City Hall meeting and confirmed the Old Settlers Steering Committee's rights to the shelter house, known as the "church" stand, for Old Settlers Weekend. The rest of the park is available for rental. Carol Laffey has secured the rental of the park, excluding the shelter house. She emphasized that the primary goal of this committee is to strengthen community bonds and create a successful Old Settlers Weekend, featuring events that cater to all generations.
 - A rough draft of by-laws has been created. The officers who are voted into office tonight will meet and work on drafting a final version which will be posted as soon as it is created.
6. Nominations & Voting for President
 - 1st Nomination - Royal Mansfield nominated Carol Laffey
 - Motion passed for Carol Laffey as President
7. Nominations & Voting for Vice President
 - 1st nomination - Royal Mansfield nominated Kevin DeHaven
 - 2nd nomination – Austin Long nominated Lance Birchmier
 - Kevin DeHaven declined nomination and asked for Lance Birchmier fill the role
 - Motion passed for Lance Birchmier as Vice President
8. Nominations & Voting for Secretary
 - 1st nomination – Ken Jans nominated Gregory Link
 - Motion passed for Gregory Link as Secretary
9. Nominations & Voting for Treasurer
 - 1st nomination – Tara Huntrods nominated Dorene Cory
 - Motion passed for Dorene Cory as Treasurer

10. President addressing any interest in sub-committee placement for events that are open

- We require numerous volunteers across various areas to ensure the successful execution of Old Settlers.
- A detailed explanation of the available roles was provided to attendees. The details in those are included at the end of these meeting notes.
- While several individuals have volunteered for subcommittees, a few positions remain open.
- Subcommittee signup sheets were available on the tables for signups after the meeting adjourned.
- Voting Rights
 - Those who are placed as sub-committee chairs will have voting rights on topics, themes, activities, and other decisions related to coordinating Old Settlers weekend the entire year.
 - To be placed on as a chair for an open committee please reach out to Carol Laffey, as President she will be placing members into these positions.

11. Financial Overview

- Historically, the cost to run Old Settlers has ranged from \$20,000 to \$28,000. However, due to inflation, expenses may increase. It could cost around \$25,000 for insurance, park rental, portable toilet rental, dumpster services, and carnival expenses. We can reduce costs by sharing the expenses for portable toilets with the rodeo and truck pull events.
- A successful fundraising committee will be crucial to raising these funds, and we will need volunteers to assist with these efforts.

12. Updates from Sub-Committees

- In future meetings, we will plan to receive updates from each subcommittee member
- Attendees were reminded to use the signup sheets to join sub-committees or to contact an officer directly.
- The sub-committees with open positions were: Fundraising, 5K, Raffle, Public Service, Bingo, and Volunteer Coordinator.

13. Discussion on when to hold meetings

- Carol Laffey conducted research on days with the fewest conflicts with other organizations. She suggested holding meetings on the last Tuesday of the month at 6:30 PM at the Maxwell Area Community Center.
- A motion was passed to establish future meetings on the last Tuesday of each month at the Maxwell Area Community Center.
- The dates for those meetings were given to attendees. They are included at the bottom of these minutes.
- There will be no meetings in November or December due to the holidays.

14. Old Business - Waived

15. New Business –

- Carol provided forms in the handout for individuals to fill out with comments or suggestions for the Old Settlers weekend to be given to her after the meeting.
- There were also lists around the outside of the room that had each sub-committee on them and people were invited to write down their names if they were interested in assisting or chairing those sub-committees.

- Details from those forms
 - Kevin DeHaven will be chairing the 5K, with assistance from Kaila Hibler.
 - Mariah Cory will chair as the Volunteer Coordinator
 - Several individuals signed up to assist with various events. Those will be passed on to the chairs of those events.
 - Those sub-committees that are still open and needing chairs are: Bingo Tent, Public Services, and Raffle. There are specific details on these provided after the minutes.

Below are listed ideas generated during the meeting

- Ken Jans suggested that we assist with school concession stands to increase our visibility in the community and demonstrate our commitment to supporting other local events.
- DJ Laffey proposed seeking event sponsors and offering advertising opportunities through signage or mentions on the radio to help with funding.
 - Dorene Cory noted that a significant portion of past finances was generated from sponsors.
- Kevin DeHaven inquired about advertising in neighboring communities.
 - Carol mentioned the possibility of doing a mailing with schedules.
- Whitney Peters recommended using Facebook Events that could be created for each event the weekend of Old Settlers to remind those interested about them and to also provide updates as the event gets closer.

17. Announcing next meeting time:

- Date: 9/24/2024 Time: 6:30 PM Location: Maxwell Area Community Center

18. Adjournment: 6:58 PM

PROVIDED TO THOSE IN ATTENDANCE↓

OFFICERS:

- **President** - *Does Not Vote (Unless Needed for Tie Break)*
 - Role: Oversees all event planning and execution of the celebration. Facilitates event planning. Places individuals as heads of Sub-Committees on an annual basis. Coordinates with all sub-committees and ensures that all activities align with the goals of the event.
 - Responsibilities: Leading meetings, setting the agenda, delegating tasks, places the sub-committee. Acts as the primary spokesperson for the event.
- **Vice President** - *Votes*
 - Role: Assists the President in all duties and steps in when the President is unavailable.
 - Responsibilities: Coordinating with committees, handling special projects, and ensuring smooth operation of event planning.
- **Secretary** - *Votes*
 - Role: Manages all documentation and communication related to the event.
 - Responsibilities: Taking minutes at meetings, managing correspondence, keeping records of decisions, and ensuring effective communication within the team. Assists treasurer in filing for state permits and insurance.
- **Treasurer** - *Votes*
 - Role: Manages the financial aspects of the celebration.
 - Responsibilities: Budgeting, tracking expenses, managing funds, and reporting on the financial status during meetings. Assists secretary in filing for state permits and insurance. Files all necessary tax documents. Will need to be present at the closing of the beer garden each night.
- This group of officers will meet following tonight's meeting in order to review and vote into place the by-laws that will govern this committee.

SUB-COMMITTEE CHAIRS -

- An individual or group placed into serving by the President. When they decide to resign or there are conflicts the President will place a new community group or member into service. The president may add a new sub-Committee or chair when necessary. These individuals will be allowed to vote at every

meeting. Sub-committee chairs will need to attend meetings regularly, or report to the President prior to the meeting any updates or requests for their specific event so that it may be discussed at the meeting.

SUB COMMITTEES:

- Vendor Coordinator - **Lauryn Myers & Cassidy Myers**
 - Handles food and business vendors that will be in the park the weekend of the event.
 - Accepts contracts and fees from vendors as well as arranging their locations in the park.
 - Fees and contracts to be approved by the Board of Directors.
- Public Relations Coordinator - **Nancy Pritchard**
 - Creates social media content, updates websites and provides feedback from these platforms.
 - Works with local news outlets to provide them with press releases.
- Volunteer Coordinator - **Mariah Cory**
 - Works closely with all Sub-Committee chairs in order to assist them with creating a schedule of needed volunteers and finds volunteers for those spots.
- Fundraising Coordinator - **Open**
 - Plans and coordinates all fundraising for the event.
 - Fundraising events and spending to be discussed and voted on by the Board of Directors.
- Volleyball Coordinator - **Logan & Mariah Cory**
 - Coordinates the Friday volleyball tournament & executes that day's event.
- Ball Field Coordinators - **Gary Plunkett & Greg Cory**
 - Coordinates any activities for the area of the park known as the baseball/softball field.
 - Executes events planned for the space the weekend of Old Settlers.
- Beer Tent Coordinators - **DJ Laffey & Joel Huntrods**
 - Set up and tear down the beer tent.
 - Provides beverages for the beer tent the weekend of the event.
 - Works with Old Settlers treasurer on accounting.
- Parade Coordinator - **Susie Livesay**
 - Procures exciting and new participants for the parade.
 - Sets up and tears down PA locations the day of the event.
 - Runs the registration, and line-up for the parade.
- Bingo Tent Coordinator - **Open**
 - Arranges for all details needed to run the bingo tent.
 - The Old Settlers Committee will provide a gambling license.
 - Profit from the tent will go to the Old Settlers Committee or can be split with a group that is willing to run the tent the weekend of Old Settlers.
- 5K Coordinator - **Kevin DeHaven**
 - Arranges for all details needed to execute the 5k.
 - The Old Settlers Committee will provide assistance as needed.
 - Profit from the race will go to the Old Settlers Committee or can be split with a group that is willing to run the event the weekend of Old Settlers.
- Raffle Coordinator - **Open**
 - Collects and solicits for prizes and donations for the raffle.
 - The Old Settlers Committee will provide a gambling license.
 - Works with the museum or VFW to display items in their windows.
 - Provides a list of items and or photos of items to the PR Coordinator for social media posts.
 - Executes the raffle on Sunday afternoon at the bandstand.
 - Profit from the raffle will go to the Old Settlers Committee or can be split with a group that is willing to run the event the weekend of Old Settlers.
- Horseshoes Coordinator - **Frank Richardson**
 - Arranges for all details needed to run horseshoes.
 - The Old Settlers Committee will provide assistance as needed.
- Public Services Coordinator - **Open**
 - Arranges for all garbage waste management the weekend of Old Settlers.
 - Arranges for all port-a-pot rentals the weekend of Old Settlers.
 - Arranges for a group to maintain the park grounds the weekend of Old Settlers.
- Bandstand Coordinator - **LoriDee Meyers**
 - Schedules the performers for the weekend on the bandstand.
 - Works with individuals who may be interested in running an event or hosting an event on the bandstand.
 - Arranges with the churches for the Sunday worship.
- Youth Coordinators - **Angel Stiles & Kristin Hanson**
 - Assists with creating and implementing activities for various age groups throughout the park.
- Rodeo Coordinator - **Shannon Robertson**
 - Provides updates to the committee on the rodeo event that may need to be presented.
- Truck & Tractor Pull Coordinator - **Royal Mansfield**

- Provides updates to the committee on the truck & tractor pull that may need to be presented.

Old Settlers Members -

- Must attend 1 meeting annually
- Can attend meetings and provide community feedback on celebration. They can assist in any way with the event/s. If you are interested in creating an event please reach out to the President who will add you to the agenda to present your idea. If you would like to assist in an existing event please reach out to the Sub-Committee chair for that event. If you need their contact information, reach out to the president.
- Allowed to vote for officers and the September Meeting that will be held following the event.

Potential meeting dates if adopted would be:

- September 24th
- October 29th
- January 28th
- February 25th
- March 25th
- April 29th
- May 27th
- June 24th
- July 22nd - One week prior to set-up for OS

NEW BUSINESS

Please provide us with your ideas for new events or comments on what you would like to see changed or updated. The only people who will see this are the officers. Adding your personal information is optional if you want to provide feedback anonymously that is fine. However if you are suggesting an event we would like to be able to contact you.

Name: _____
Phone: _____
Email: _____

Do you want to run the event or are you just suggesting the event?

Describe the event or give us your feedback

