

Stoughton Holiday Fund
Meeting Minutes
October 6, 2009

Attendance: Nancy Fuhrman, Heather Patrinos, Karla Gander, Chris Nygaard, Scott Wegner, Janis Wegner, Susan Meyers

Welcome to new members – Scott and Chris
Vote passed to accept last month's meeting minutes

Treasurer's Report (Janis)

\$8,719.15 bank account balance

Low compared to last year, due to requests from the fund during the past year for heating bills, etc.

Data Entry (Sue)

Start with clean database. Assist getting donor request letters out, and referral forms in and entered. Provide toy list to Nancy, and lists/cards on delivery day.

Referral forms shall be distributed by 11/9. The forms will go to the same agencies as last year and also to:

Senior Health Fair at Navitas by 10/23
Pharmacies
Hospital

TO DO: Janis – edit referral form (12/3 deadline to return form, and other changes) and make copies (use colored paper for Head Start)

TO DO: Sue – send Scott list of agencies at which to drop-off forms

TO DO: Scott – distribute referral forms

Transportation/Routing (Scott and Chris)

Responsible for Friday pick-ups and delivery planning

“To Do” list has 3 Big Items:

- Boxes
- Dumpster
- CCX Truck

Boxes

Boxes may be stored at the Diebels' warehouse.

TO DO: Scott and Chris - Contact Ortega and B&G for box donation and move boxes to warehouse

Dumpster

TO DO: Scott and Chris - Order dumpster. Try to get loaner or donation to avoid cost.

CCX truck

TO DO: Scott and Chris – Contact driver for the Friday pick-up date (12/11)

Food (Heather)

Heather will be assisted by others on the committee as per needed.

She trained with Kay Weeden recently, and already logged into the Second Harvest website, getting an idea of what is available and the ordering process.

TO DO: Heather – go to appointment at Pick-n-Save to discuss donation

TO DO: Heather – contact Ortega and Cream of Wheat to discuss donation

TO DO: Heather – contact Kwik Trip to discuss bread donation

Toys (Nancy)

Vote passed to not have books this year. Books remaining from last year shall be put on “Free” table.

Nancy has a lot of toys from last year and may not need to purchase any more

TO DO: Nancy – go to school where toys are stored, and survey what is remaining

TO DO: Janis – give toys to Nancy

TO DO: Nancy – contact hospital, Pat Conlin

Nancy may not be in Stoughton on delivery day (12/12). If she is not, she will bring the boxes up on Wednesday night, and Chris will handle toys on delivery day.

Hygiene (Karla)

No news

Other

Donor letters will be put in envelopes this Sunday (10/11) at 4pm at Wegners’ house.

These TO DO tasks must be done before then:

- Sue – Contact Chamber of Commerce (Erica Dial or Mickey), to get labels with business addresses on them
- Sue – Look for individual donor information, and print labels
- Janis – edit donor request form, print one copy
- Scott – obtain Mayor’s signature on form
- Scott – take signed form to InkWorks
- Scott – get envelopes from City Hall

Signs with “Donations Accepted Here”

These signs should be distributed to businesses by 11/16.

Schools Participation

SHS Key Club has many members this year. Buzz and Glen have committed to holding food drives and helping on delivery day.

Committee must find out the extent to which the schools will be involved this year

TO DO: Nancy – contact St. Ann’s

TO DO: Janis – contact District Superintendent, Mary. And, ask her to consider school referral process, because count in 2008 was so low.

TO DO: Janis – contact Martin Luther and Pumpkin Patch

Day Care Cards

TO DO: Janis – contact Sheila to handle

Gift Certificates

Discussed not using gift certificates this year. Keep Fosdal’s certificates.

Media Advertising/Articles

TO DO: Janis – continue sending letters to the Courier Hub editor. Contact Autumn Dressler for possible article.

TO DO: Janis – contact Courier Hub by end of October and ask for “proof” and proofread it. Specify two issues for ad to be in.

TO DO: Sue – ask Lori whether she is aware of how many referral forms came from the Shopper, and determine whether it is worthwhile to print it there.

TO DO: Janis – contact City to put in Tower Times

TO DO: Janis – contact WSTO

Senior Gifts

Suggestion to give stationery and stamps

TO DO: Janis – contact Mary Lou to lead this

Boy Scout/Girl Scout Troop Participation

No news.

Thank you Notes (Sheila)

Sheila will coordinate again this year.

Music on Delivery Day

Karla to bring CD player and music

Anyone may bring CDs to play

Next Meeting – November 3, 2009