

**Jamaican Mission Program
Board of Directors Meeting
August 17, 2010**

Directors Present: Dave Kepler, Bryan Myers, Nichole Myers, Cindy Olson, Linda Wanless, Rob Wanless, and Lyndi Venglish.

Guests Present: Carter Degenhardt, Jennifer Hartwell, Sierra Ivory, Julie Kepler, Ron Kepler, Erin Linscheid, Ainsley Myers, and Sue Rynes.

Agenda

- Call Meeting To Order
- Approval of the July 20, 2010 Meeting Minutes
- Treasurer's Report
- Business
 - County Fair Booth
 - Waffle Supper
 - 2011 Trip
- Next Meeting Information
- Adjourn

1. **Call Meeting to Order:** President Bryan Myers called the meeting to order at 7:35 PM. He thanked Dave and Ron and Julie Kepler for hosting tonight's meeting and for making a wonderful dinner.
2. **Approval of the July 20, 2010 Meeting Minutes:** A motion was made by Lyndi Venglish and was seconded by Cindy Olson to approve the July 20, 2010 meeting minutes. All in favor, motion carried.
3. **Treasurer's Report:** Dave Kepler, Treasurer, presented the Treasurer's Report for July. There are two pending deposits and one check written. The following is the official monthly statement:

Starting Balance (7.01.10): \$2107.95

No Deposits

Withdrawals: \$10.00 (Dept of Financial Institutions)

Ending Balance (8.01.10): \$2097.95

A motion was made by Linda Wanless and was seconded by Rob Wanless to approve the Treasurer's Report as reviewed. All in favor, motion carried.

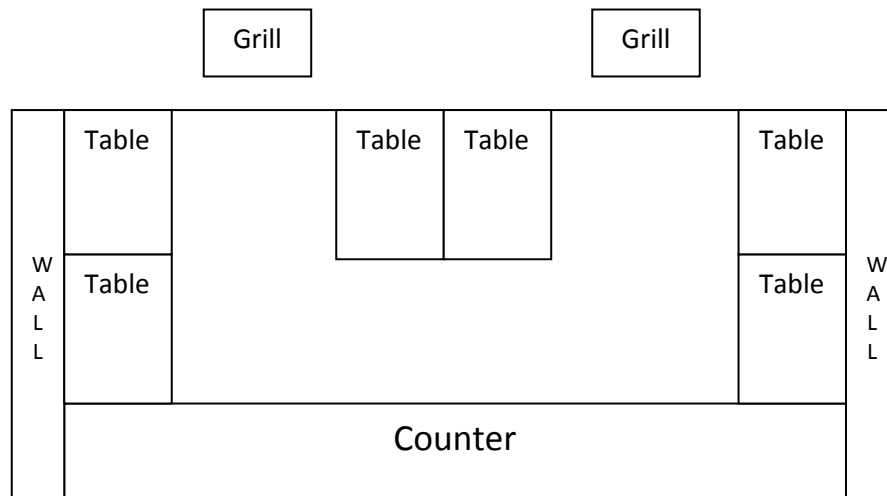
4. Business

a. County Fair Booth

- i. Liability Insurance – The policy has been purchased.
- ii. Location of the booth – Discussion was held with Fair Secretary, Thad Stanley regarding our location. Several options were discussed with our preferred location to be East of the Kiwanis building with 30 feet frontage space. The secondary location would be further to the east of the Kiwanis building, in the same row. Thad will contact Rob Wanless with our final location soon.
- iii. Food License Discussion – Nichole Myers contacted Jim Udelhoven regarding the requirements we need to meet. Jim indicated that he was not in charge of our region

any more, and gave us new contacts: Gary Lindeler (608) 261-7668 and Carrie (715) 579-9487. Despite this, he was able to give us information. We are required to have a hand washing facility. He suggested a large thermos with hot water and soap and paper towels. For table and utensil sanitizing, we are to use a bleach solution of ¼ ounce bleach to one gallon of water in a bucket or spray bottle. If the weekend is dry, no floor in the kitchen is needed. If it is a wet rainy weekend, we will need a floor of sorts. All food preparation, except grilling, is to be done in a licensed kitchen. If we have any other questions or concerns we may contact Jim or the others he indicated. Terry Sebranek has agreed to arrange for use of Blue Highways for this purpose.

- iv. Booth Set Up – The tent will be put up by the Blue River FD on Tuesday night. Helpers should be there at 6 PM. Lyndi Venglish will make sure that the tent sides and lights are included with set up.
- v. Food Preparation – Nichole Myers will be coordinating food preparation. Contact her if you would like to participate.
- vi. Kitchen Construction – Bryan Myers described his plan for the kitchen set up.



The counter and the walls will be built and painted ahead of time and will assemble on site. We will be using tables courtesy of Knapps Creek Builders. Bryan Myers and Dave Kepler volunteered the use of their gas grills.

- vii. Other Supplies
 - 1. Wanlesses may have a resource for picnic tables. They will check and report back to the group. If this source is not available, the following will be used: Lyndi Venglish (1), Wanlesses (2 or 3), Dursts (2).
 - 2. Aprons will be borrowed from Terry Sebranek to identify booth staff.
 - 3. Nescos will be borrowed from Town & Country Presbyterian Church. Linda Wanless will arrange use of 6.
 - 4. Small refrigerator at booth will be brought by Bryan Myers for pork on site prior to grilling.
 - 5. Coolers for beverages will be brought by: Myers (1), Cindy Olson (3), Lyndi Venglish (1), Dave Kepler (1). A few more will be borrowed to transport ice to replenish the coolers on site.
- viii. Ice – Discussion was held regarding procurement of ice. It was noted that businesses will charge for ice. Cindy Olson will contact Dewey at the White House to inquire about

use of their machines. In addition, Bryan Myers will ask Al Durst for use of his machine as well. If there are any other resources, all board members are to seek them out.

- ix. Electricity – The strength of the available power is unknown. Rob Wanless will stop by the fair grounds to check on the situation and report back. If needed, he will bring his generator for power.
- x. Information Booth – Nichole Myers and Linda Wanless will work on creating an information board. Dave Kepler indicated he would print more brochures.
- xi. Projector (with cables) and Screen – Terry Sebranek has previously indicated agreement to use his equipment.
- xii. Flags – Bryan Myers purchased 10 Jamaican flags that can be used for the booth.
- xiii. Silent Auction – Since we cannot do a raffle at the fair, it was determined that we will do a small silent auction. Auction items will be: (1) quilt by Myers, (2) Load fire wood by Wanlesses, (3) Hotel stays in the Dells by Hartwell, and donated following the close of this meeting is a (4) 30 pound beef bundle by Sebraneks.
- xiv. Soda & Water – Terry Sebranek, Cindy Olson, and Rob Wanless were asked to price soda and water from local vendors. All will obtain prices and discuss with the group prior to purchase. Nichole Myers will forward them the specific needs.
- xv. Booth Decoration – Nichole Myers and Linda Wanless will take care of booth decoration. Booth design has been included with these meeting minutes.
- xvi. Staffing –
 1. Thursday
 - a. Bryan Myers
 - b. Nichole Myers
 - c. Lyndi Venglish
 - d. Cindy Olson
 - e. Jennifer Hartwell
 - f. Sue Rynes
 - g. Erin Linscheid
 - h. Rob Wanless
 - i. Linda Wanless
 - j. Dustin Wanless
 2. Friday
 - a. Bryan Myers
 - b. Nichole Myers
 - c. Cindy Olson
 - d. Erin Linscheid
 - e. Rob Wanless
 - f. Linda Wanless
 - g. Dustin Wanless
 - h. Terry Sebranek
 - i. Joyce Sebranek
 3. Saturday
 - a. Bryan Myers
 - b. Nichole Myers
 - c. Erin Linscheid
 - d. Rob Wanless
 - e. Linda Wanless
 - f. Dustin Wanless

4. Other volunteers unable to confirm when they can work:
 - a. Justin Degenhardt
 - b. Kathy Wanek
 - c. Dave Kepler
- xvii. Booth Operating Hours
 1. Thursday
 - a. Setup at 3PM
 - b. Sell at 5PM
 2. Friday and Saturday
 - a. Setup at 9AM
 - b. Sell at 11AM
 3. Sunday
 - a. Booth tear-down to be determined.

- b. **2011 Trip** – Discussion was held regarding where to fly from. Bryan Myers indicated that it is nearly the same cost to fly from Milwaukee as it is from Chicago. Most were in agreement to fly out of Milwaukee. Cindy Olson indicated that there is a shuttle that runs from Madison to Milwaukee or Chicago that may be a good option. This option should be discussed at a later date. Anyone can book their trip at any time. Linda Kutzke can be contacted at 920-988-3212 to book their trip.
- c. **Westhaven Update** – There was no update this month.
- d. **Next Meeting Information:** The next JMP meeting is scheduled for:

Tuesday, September 21, 2010

At 6:30 PM

Hosted by Rob & Linda Wanless

5. **Adjourn:** The meeting was adjourned by Bryan Myers at 8:30 PM.

Respectfully Submitted,

Nichole Myers

Jamaican Mission Program Secretary