



Volunteer Center of Cedar Valley

Board Meeting Notice & Agenda

Kimball Ridge Center Board Room
2101 Kimball Ave, Waterloo
July 13, 2011
7:45 a.m. – 9:00 a.m.

Mission Statement: The mission of the Volunteer Center is to promote and support effective volunteerism; to serve as the resource and coordination center for volunteers and a catalyst in building coalitions and community partnerships.

Vision Statement: The Volunteer Center of Cedar Valley mobilizes people and resources to deliver creative solutions to community problems.

Agenda Items:

- 1) **Welcome and Correspondence – Julie Kacher**
- 2) **Approval of June Meeting Minutes**
- 3) **Reports**
 - a) Executive Committee Report: see minutes – Julie Kacher
 - b) Financial Report – Carrie Moorman
 - i) Approve June/Year End Financial Statements
 - c) Accountability Report – Lauren Finke
- 4) **Committee Updates – 3 minutes each (see attached minutes for full information)**
 - a) Appetite for Service Committee – Abby Howie
 - b) Marketing Committee – Alan Stalnaker
 - c) Fundraising Committee – Amy Costliow
 - d) Nominating Committee – Laura Folkerts
- 5) **Old/New Business**
 - i) FY2012 Budget
 - ii) Water park and Casino Auction Packages
 - iii) Strengths Finder Session – tentatively set for August 29, 2:00 p.m., location TBD
 - iv) Strategic Planning Session – September 20, 4:00 p.m., Veridian Credit Union, Ansborough Avenue
- 6) **Educational Component:** Volunteer Solutions and Days of Service

NO MEETING IN AUGUST!

Next meeting is September 14, 2011

**Volunteer Center of Cedar Valley
Board of Directors Meeting Minutes
June 8, 2011**

Board members present: Charlie Allen, Amy Costliow, Laura Folkerts, Stacey Hall, Nick Hildebrandt, Abby Howie, Carrie Moorman, Julie Pitzen, Chelley Pratt, Alan Stalnaker, Floyd Winter, Bob Wright

Board members absent: Julianne Gassman, Julie Kacher, Tom Schutte, Chris Vadner

Staff Present: Lauren Finke, Jean Seeland

The meeting was called to order at 7:50 a.m. by Chelley P. Quorum was met.

May Minutes: Approved by Floyd W. and Nick H.

Executive Committee Report: Chelley shared the minutes are provided from the Executive Committee Meeting. All information will be covered throughout the Board Meeting.

Financial Report: Carrie shared May Financial Report and reported more money will be deposited this month. Approved by Nick and Bob W.

Accountability Report: Lauren and Jean shared information regarding volunteer referrals, media attention, programs and school programs.

Committee Updates: 3 minute updates were provided on each of the following committees with reference to meeting minutes attached to BOD agenda.

Appetite for Service Committee – Abby Howie

Marketing Committee – Alan Stalnaker

Fundraising Committee – Amy Costliow

Nominating Committee – Laura Folkerts

Old/New Information:

FY2012 Budget: Carrie presented the budget for FY12 and asked everyone to review and be prepared to approve at July meeting.

FY2012 Slate: Laura reviewed the slate for the Executive Committee for FY12 including Chelley Pratt, President; Alan Stalnaker, Vice President; Carrie Moorman, Treasurer; Nick Hildebrandt, Secretary; Julie Kacher, Past President. This was approved by Floyd and Abby.

Renew Terms for Julie Kacher, Julie Pitzen, and Amy Costliow (one year): These were approved by Floyd and Nick.

Nomination of Cindy Braatz: Approved by Floyd and Julie P.

Staff Reviews: Lauren has conducted staff reviews and Julie K. is in the process of compiling information for Lauren's review session.

Educational Component: Strengths Finder: Charlie Allen shared information regarding Strengths Finder testing and utilizing CBE employee, Sam Deines, to lead discussion regarding results. In addition, Sam will conduct the VCCV's strategic planning session to be held on Tuesday, September 20 at 4:00 p.m. Charlie requested everyone conduct online test by June 30 and email results to Sam Deines (contact details provided) and she will analyze data to present at meeting. Lauren will "doodle" potential times for review session prior to strategic planning session.

Meeting was adjourned at 8:59 a.m.

Respectfully submitted,

Nick Hildebrandt

**Volunteer Center of Cedar Valley
Executive Committee Meeting Minutes
July 7, 2011
4:00 p.m.**

Executive Committee members present: Laura Folkerts, Julie Kacher, Carrie Moorman, Chelley Pratt, Alan Stalnaker

Staff Present: Lauren Finke

Agenda Items:

1. Financial Report – Carrie reviewed the end of fiscal year financial statements and the grant summary with the committee.

2. Committee Reports

- a. Marketing Committee** – Alan shared details regarding upcoming plans for committee. The committee will meet in mid-July to continue discussion on what giveaways will be ordered with Volunteer Generation Fund dollars to handout at Hawkeye Community College event and the UNI Volunteer Fair. The group has picked out a few particular items to order. In addition, the committee is planning for 9/11 Day of Service which Lauren has confirmed location for event at the Cedar Valley Arboretum and Make A Difference Day. The committee is working on recruiting items for a gift basket to raffle off at the 9/11 event.
- b. Fundraising Committee** – Julie requested Amy send out July update prior to the Board Meeting, so that members can prepare checks for donations. In addition, Amy will share details about silent auction/sealed bid for water park package and casino package.
- c. Nominating Committee** – Laura shared no new news to share. Lauren did send email to John Williams about potentially joining the VCCV Board of Directors, but hasn't had a response yet.
- d. Appetite for Service Committee** – Lauren shared Abby sent email to Charlie Allen regarding Tom Penaluna's participation as Head Celebrity Server for AFS, but Charlie is out of town until next week. Julie K. is setting up meeting with Sunnyside to discuss donations and/or price reduction for event.

3. Old/New Business

- a. FY2012 Budget** – Carrie discussed budget and shared increases in revenue lines for Service-Learning Grants due to the Reach Out Iowa grant. In addition, Carrie shifted around expenses to include more hours for Jean, higher mileage and more expense for program supplies to balance budget. Lauren will send updated budget with the Board Meeting materials, so it can be approved at upcoming meeting.
- b. Headshots** – Chelley shared Carol Hansen Photography has agreed to take photos of headshots of individuals needing them for \$5.00. Lauren will have the staff make arrangements to have their taken after Chelley sends contact information.
- c. Meeting requests** – Lauren will include meeting dates in meeting materials due to the confusion of online meeting requests.
- d. Water park auction package** – This package has not been sold yet, so Amy will be sending details out via monthly update as part of the challenge. The water park and casino packages will be able to be sold via silent auction/sealed bid from Wednesday, July 13 through Wednesday, July 20. Funds raised will go to sellers challenge amount.
- e. Educational Component for BOD meeting** – Lauren will be presenting details regarding Volunteer Solutions and Days of Service.
- f. Strengths Finder Session** – Tentatively set for August 29, 2:00 – 6:00 p.m. at Isle Casino Hotel (pending).
- g. Strategic Planning Session** – Set for Tuesday, September 20, 4:00 – 8:00 p.m. at Veridian Credit Union on Ansborough Avenue.

**Volunteer Center of Cedar Valley
Marketing Committee Joint Meeting**

June 14, 2011

8:00 a.m.

Newton's Cafe

Committee Members present: Laura Folkerts, Julie Pitzen, Alan Stalnaker

Staff Present: Lauren Finke

Agenda Items:

- Future Plans
 - Response to Fundraising Committee's plans – The committee is interested in continuing discussion about who does what throughout the course of the year. The Fundraising Committee has taken the lead on a few items already and the Marketing Committee will pick-up as needed, but see the major aspect of the committee to be focused on awareness building through days of service events and proper marketing through media and print.
- Marketing dollars to spend – The committee will review catalogs to see what items they would like to purchase for upcoming events. Alan will send reminder email for committee to pick items and will ask Chris to assist with pricing. In addition to promotional items, the committee would like to have new signage prepared for the concession stands.
- Other – The committee would like to see events planned for 9/11 Day of Service. Lauren would like to see a family friendly event planned for the Sunday date and will contact the Cedar Valley Arboretum for possible partnership in event. Julie P. suggested a giveaway basket that all participants could register for. Julie will contact Gallagher-Bluedorn Performing Arts Center about tickets, Laura will contact College Square Mall about gift certificate and Alan would research pizza certificates. Some additional ideas include movie theatre certificates, etc.

In addition, plans for Make A Difference Day need to be developed. Thoughts for collections included senior items for Country View and/or Hawkeye Valley Area Agency on Aging or the ELEVATE program for foster children graduating from high school. Lauren will research additional ideas and needs for next meeting.

- Next Meeting Date – Tuesday, July 19 at 8:00 a.m. at J's Homestyle in Cedar Falls.

Fundraising Committee Meeting Agenda

Wednesday, June 15, 2011

8:00 a.m.

Perkin's

Committee Members in Attendance: Julianne Gassman, Stacey Hall, Amy Costliow

Staff: Lauren Finke

Agenda Items:

1. **\$10,000 Goal** – Review of FY12 proposed budget and deciding which revenue lines is responsibility of Fundraising Committee. Amy suggested:

\$10,000 anticipated income

Board Fundraising: \$5400 (18 board members @ \$300 ea.)

Corks and Canvas: \$2000 (is that possible? what will be our budget? we need to talk details on this.)

Business Partners: \$1000 (2 @ \$500 ea. - Fundraising can be responsible for getting 2. thoughts?)

Garage Sale/Solicitation to parents, volunteers, past board members: \$1600

2. **\$200 Challenge** – What are some July challenge ideas? The committee suggested Amy send email to “pump up” board and request personal donation of \$100, so they can be on their way to completing the challenge. Challenge needs to be clarified as to \$200 total or \$200 additional. Committee all agrees it is \$200 in addition to personal \$100 donation.
3. **Corks & Canvas** – Lauren will confirm interest from Indulgence prior to next meeting. Invitation list needs to be developed and will be on agenda for next meeting. Who are the potential artists that would be willing to donate?
4. **Planned Giving** – Tabled for further discussion at later meeting.
5. **Extra Auction Item** – Lauren has sent out details on auction package to full board. No response yet.
6. **Next Meeting Date** – Wednesday, July 20 at 8:00 a.m. at Newton's Paradise Café.

Appetite for Service Meeting

June 29, 2011

4:00 p.m.

Committee Members Present: Abby Howie, Nick Hildebrandt, Carrie Moorman, Alan Stalnaker, Anne Nass, Lauren Finke

1. Committee Structure – Abby shared the committee assignment worksheet with all members and asked everyone to pick an assignment to take a lead on during the upcoming planning and preparations. Each member now has an item to develop.
2. Location – A discussion was held regarding location for the 2012 event. Financial concerns seem to be the biggest reason for suggestion of a different location, so Abby will contact Julie Kacher about holding a conversation with Sunnyside Country Club regarding assistance with financial concerns including reducing cost of service charge, no rental fees, no corking charge, and reduced food costs. Barmuda is willing to provide us with no corking fee or rental charge and have a \$5,500 minimum for the event. Park Place Event Center is open and being held for the event. Lauren will attempt to follow-up with Bob Wright again regarding holding the event at the Elks Club.
3. Head Celebrity Server – The survey results are as follows:
 - a. Jim Walsh
 - b. Jim Waterbury
 - c. Tom Penaluna
 - d. Mudd Group Representative

The committee is most interested in Tom Penaluna and Jim Walsh. Abby will follow-up with Charlie Allen regarding Tom's interest in the event. She will provide details to the rest of the committee shortly.

4. Next AFS Meeting – Pending discussions regarding head celebrity server and location, the committee will decide after upcoming board meeting regarding a future meeting date.



Volunteer Center of Cedar Valley

Board Meeting Dates Fiscal Year 2011-12

Meetings are held the second Wednesday of each month from 7:45 am – 9:00 am. Meetings take place at the Kimball Ridge Center Board Room, 2101 Kimball Avenue, Waterloo (unless otherwise stated). Please mark your calendars for the following board meetings.

- July 13, 2011
- August – NO MEETING
- September 14, 2011
- October 12, 2011
- November 9, 2011
- December 14, 2011
- January 11, 2012
- February 8, 2012
- March 14, 2012
- April 11, 2012
- May 9, 2012
- June 13, 2012

A reminder and meeting materials will be sent the Friday before the meeting

If you cannot attend, please call 272-2087 or email Lauren at lauren_finke@vccv.org prior to the meeting!