**January 2023 Women’s Club Meeting**

**Agenda:** January 9th, 2023

**Meeting Commences:** 8:05

1. Attendance - Molly Reynolds, Danielle Ronay, Chris Kleinwaks, Frances Zegar, Kerry Rivelli, Lana Gavlin, Catherine Loran, Amanda Alessandra, Karyn Brodman, Jennifer Meyers, Kristen Neu, Joanne Machalaba, Karen Lambert, Inga Donskaya, Suzie Palazzo, Tangelin Rivera, Pat Degnan, Francesca Miskowsky, Laura Eroy and Angela Quant.
2. WELCOME New Members
3. Pre-school
   1. Update
      1. Update from Ms. Holly and Ms. Kate
         1. Quiet end of year
         2. Sent out new tuition rates
            1. Concerns on tuition increase
            2. Maybe make future flyers clear on the payment plan (that you can pay in installments) and have it be more visible. Change wording.
            3. Can make continuous payments each month until mid. Oct.
            4. We do not do payments throughout the school year.
         3. Summer fun June 26th to Aug. 4th 8:45am-11:45am (to run with other organizations in the other enrichment programs). Early stages of planning on enrichment ideas.
         4. Valentine’s day parties being planned
   2. Fundraisers $6,700 in checkbook
      1. Comedy Night - proposal and vote $500 deposit, $3000 on event
         1. Comedy night was run under another committee under the POA - House Activities (HA)
         2. HA is looking to give it to the pre-school
         3. Questions about cancellation policy
         4. Outside Women’s Club - fine tuning fundraising expectations, making a handbook
         5. Does Kristen have a fundraising handbook?
         6. Beach party
         7. What do we fundraise for?
            1. Operated under very low funds before
            2. In the past the biggest fundraiser was for graduation and it was about a $3K fundraiser
            3. Enrichment activities, fulfilling wish list items
            4. Things that need to be done within the pre-school
            5. Checkbook has a lot more now than it ever has before
            6. Formalize a list so people have visibility
         8. Pre-School (PS) has a budget and they should be spending against that budget
         9. Any committee can put monies (donate) towards preschool so long as we have a list of what the money is going towards.
         10. PS - never did a lot of fundraising, just to raise money to have graduation (which at the time was estimated at $3K)
         11. Biggest fundraiser used to be the fashion show but no one from previous years new how to run it and this is a new group of parents/volunteers
         12. Would get a lot of donations for food (for graduation) - and toys - so they didn’t have to raise as much money
      2. Comedy night - Kristen - $3500 (500 deposit - $3,000 for the vendor)
         1. Fee for customers: $35 for Members and $40 for non-members
         2. Usually makes between $2,500-$3,500 profit for HA.
         3. Has been held by HA twice a year and has sold out each time
         4. Community is aware of the event and the office knows about it, a well oiled machine
         5. 3 comedians (2hrs of comedians) Doors open 1.5 hrs beforehand 9pm-11pm
         6. **Cancellation policy:** There is no substitution in the language in the contract and no language of consolation if the vendor were to cancel on WML, so could lose the $500 deposit.
            1. In response - Kristen knows the vendor well and has worked with them in the past with HA. Vendor is contracted to provide 3 comedians so if one comedian backs out they (the vendor) have to provide a backup
            2. Francesca - while having a good relationship is great, it doesn’t help when it comes to streamlining events for other committee volunteers to come after who would potentially run the event
            3. All seem to agree that if a cancellation policy is not in the primary contract, that it should be in the overall WML rider. Possible change to overall WML rider - all agreed on this however will take time
            4. Conversation escalated
            5. Kristen - if we (WC) cancel vs. if the vendor cancels - we are trying to focus on in the event if the *vendor* cancels
         7. Typically held in Nov. and April looking to be held in March
         8. Joanne - need cancellation policy - encourage having the vendor put some cancellation policy on their end
            1. Rhetorical questions to ask ourselves: If the event the vendor cannot provide a back up comedian, are we ok with 1 comedian or 2 comedians as opposed to the original contracted 3?
            2. In response, Kristen would then fight to lower the price ($3,500)
         9. **VOTE**
            1. All in favor of spending $3,500 of the Preschool checkbook to hire the Comedy Night vendor to hold comedy night for PS fundraiser **without** a cancellation policy

10 out of 19 (1 member ineligible to vote)

* + - * 1. All in favor of spending $3,500 of the Preschool checkbook to hire the Comedy Night vendor to hold comedy night for PS fundraiser **with** a cancellation policy

16 out of 19 (1 member ineligible to vote)

* + - * 1. If event happens, all in favor of selling Members and Non-member tickets at the same time

18 out of 19 (1 member ineligible to vote)

1. Old Business
   1. 2022 Holiday Events Recap
      1. Awarded winners of holiday lights - Karen and Laura
         1. Karen’s child (Will) suggested - Make postcards with links on how to register for the contrast so if we see someone who should enter, we can put those postcards in their mailboxes! (great idea, Will!)
      2. Gelt drop was great!
2. Upcoming POA/Community Events
   1. Winterfest - Jan. 29th
      1. Solo musician - Captains of Leisure (Rich Ortiz) - $200 for 3 hrs
      2. Trackless Train - Had to go with another vendor (our vendor outsourced the job) Horizon did not want to sign our contract. Second vendor was OK with signing but his contract for us was questionable. Any Excuse for a party has a trackless train for less ($1,395 for the 3hrs). So we will be going with that company so long as Maintenance OK’s it (cannot be on grass). **FYI to board** that we will be changing companies for the trackless train. Include invoice and email to Suzie
      3. Possible Bubble Performer (Entertainer/Greeter) in lieu of ice sculptor - waiting on quote in write but verbal told me anywhere between $250 and $375
      4. 360 photo booth - 3hrs = $350
      5. Making Faces - Face paint and glitter tattoos $150/hr for 3 hrs (inside)
      6. Any Excuse for a Party - company
         1. Mechanical Snowboard (3.25 feet in height) - Outdoors - where mechanical bull is for festival days - between gazebo and lawn walkway (so by the lights). If indoors need either height restriction or limit it to kids only. Electricity needed.
      7. Trackless Train - Gas run (no electricity needed). In parking lot - which is best? - Maintenance
      8. Bar opens at 12pm - Winter White Cosmo drink specials (Patrizia ad)
      9. Food Vendor - possibly Klovel Meats (to use kitchen) and Waffle lady from Fall Festival
      10. Serve hot Cocoa and Coffee
      11. Fire pits - giving out S'mores
      12. 2023 Holiday Lights unveiling
      13. Trophy Room Arts and Crafts
          1. Borax crystal snowflakes
          2. Ice luminaries (probably can't be made on the day of but can encourage participants to make the day before to display! <https://www.youtube.com/watch?time_continue=123&v=92AW5oMItn8&feature=emb_logo>
          3. Amazon Wish list
          4. Make your own snow globe! - Winner!
      14. Weather dependent activities: snowshoe races, snowman building contest, snow art, Snowball fight, barrel racing <https://www.cedarburgfestival.org/winter-festival>, dog sled racing <https://www.cedarburgfestival.org/winter-festival>, show up in a bikini, get a martini!, more fun things for the future! [https://www.backwoodsmama.com/2018/01/7-winter-carnival-activities-for-kids.htm](https://www.backwoodsmama.com/2018/01/7-winter-carnival-activities-for-kids.html)
      15. Unveil lights on lake new displays
          1. Need to purchase 2nd “tunnel” $199
          2. Options for 2023 display are gingerbread, holiday train or light up trees (~$300)
             1. Majority seem to like the gingerbread house (informal vote)
   2. Spring Parties - April 2nd
      1. Egg Hunt - 12:30pm - Danielle Ronay
         1. WC meeting to match eggs - TYPO - February meeting! (not March)
            1. Time for Feb. meeting TBA (in case we have to come earlier)
      2. Beansprouts - 1:00pm-2:30pm - Tang and Laura
         1. DJ Tom and Jodi? - DJ Tom for all 3 (egg hunt and 2 parties)
      3. K-5 - 3:30pm-5:30pm - Kerry
   3. Tumbling for Tots - Registration to open Feb. 16th (Program dates: Feb. 23rd - May 4th)
      1. First ONLINE Reg. using JOTFORM!!
      2. FYI On Dec. 30th POA board updated JotForm to Gold - no more payments conflicting, thank you POA!
      3. Super full, opened up 3rd session
      4. **Concern** - registration for the new session was during the current class and a lot of existing members got bumped. Any way that families who are already enrolled get a preference?
         1. Office noted as well - realized that in the office always had registration on Thursday and new people came at 9am and current parents got booted
         2. Spring going back to 2 sessions due to Spring sessions in the past being lower registrations in previous years
         3. Do pre-registration for existing parents?
         4. People are in certain sessions because of the time - people were upset that they got bumped to a time that wasn’t convenient for them
         5. Great that enrollment is high but 3 classes with two being offered due to teacher availability
            1. Poll the parents?
            2. Laura will connect to Krista
   4. We-Play -> 0-5 playgroup - need volunteer
3. Upcoming Scholarship Fundraisers
   1. Larry and Raven - The Mentalists - Jan. 21st!!!!
      1. 88 attendees thus far - we are past breaking even ($2K estimated less $1550 paid), max 240 attendees
      2. Kerry asking for volunteer - Lana volunteers and the board will be there as well
      3. Will use the boardroom as a green room for the entertainers.
   2. Ravioli Night - Feb. 3rd - Needs VOTE - $1,250
      1. Contract/kitchen use form is sent
      2. Early deposit of $400 ($1,250 total)
      3. Option to add an appetizer (don’t have the cost - $35 a platter) - capacity is 50
         1. **VOTE**
            1. All in favor to spend up to $1,450 from scholarship to pay the vendor (Vinny Mootz) for Pasta Making night

15 out of 19 in favor (1 member ineligible to vote)

Laura to send Pat D an FYI

* + - 1. Pricing:40 for residents $50 for non-residents (sell non-residents at same time?)
      2. Eventbrite - event sales and Jotform - is the child(ren) registration and waiver if they purchased babysitting
      3. Babysitting - $20 per child from 5:30-10pm
         1. Only WML residents for babysitting. HS kids to volunteer with Laura (CPR cert) as adult in the room.
         2. Made ages range 4-10
         3. Potty trained
         4. When they sign up for pasta night they will email for the babysitting
         5. What type of training do we need for babysitting?

Education on how to handle children

Make sure another person in room

No kids by themselves

* + - 1. Make it a private event online if you have a link
      2. Question came up about making this event a WML ONLY event (last time tix sold out in 15 min!)
         1. After some discussion, and an informal vote, it is unanimously decided to make this event a WML members ONLY event due to the high demand.
      3. To advertise to start tomorrow (1/10)
      4. Tickets to go on sale Saturday (1/14) at 9am
  1. Pub Night - March 4th - 8pm-12am - Need **VOTE**: $750 band
     + 1. **VOTE**
          1. All in favor to spend $750 from scholarship for the Skels band for Pub Night.

Unanimous: 18 out of 19 in favor (1 ineligible to vote)

* + 1. $150 bagpipes $100 high top rental
    2. **Vote**
       1. All in favor of selling Members and Non-member tickets at the same
          1. Unanimous: 18 out of 19 in favor (1 ineligible to vote)
    3. Tix go on sale - Feb. 18th
    4. Extra bartender - yes
    5. $22 / $27
    6. Increase ticket price? If not this year maybe next year?
       1. Don’t serve food like they used to hence keeping the price low
  1. Egg Your Yard - Amanda will be running this year
  2. Spring Market - April 30th - **VOTE** to request bar and rental open bar early
     1. **VOTE**
        1. All in favor of asking Bar & Rental to open the bar early that day?
           1. Unanimous: 18 out of 19 in favor (1 ineligible to vote)
  3. New Merch Sale - will get up and running for this year again, ideas on merch? - Danielle Ronay to run it
     1. Scott - we pay for the site and Scott runs the sale
     2. We have to buy before selling
     3. Items of interest:
        1. Sweater
        2. Zipper tote
        3. Bucket hats (others were safari hats)
        4. Dog bandanas
        5. Koozies - slim can
  4. Latin Night - Date TBA (possible name change)
     1. April
     2. Possible rebranding
     3. We can MAYBE get a roll away bar for in the ballroom - question for B&R (Scott and Mike S.)
  5. Lawn Signs - need volunteer
     1. Need storage

1. Scholarship
   1. Johanna/Karyn
      1. Had a lot of trouble getting back from the counselor
      2. Going forward with the go merry platform. Seems simple, we send them our application and they post it. Haven’t heard back from the counselor so committee members can get dates squared away.
         1. Will try to have scholarship meeting in the first week of May as per usual
      3. Looking at April 19th as due date at 5pm
      4. New this year - need 8 hours of volunteer (this was made known last year)
      5. Expect to get entries to scholarship committee members to read by that Friday or Saturday (April 21st or 22nd)
      6. Looking at May 1st for meeting and Winners to be announced the following week
      7. Next WC meeting will ask for volunteers. Usually ask for 5 WC volunteers in addition to committee chairs (Laura gets preference if she wants to do it, otherwise WC volunteers need to have attended 6 meetings in the last year in order to qualify)
      8. This is the last year that Johanna wants to do this so asking for someone to shadow her. Karyn will do it next year but not sure beyond that, need to start looking at someone to sit in on it this year.
         1. If wanting to take on this roll, WC member cannot have a senior in HS
         2. Laura would love to be considered as she is anticipating stepping down as president for 2024
         3. Amanda also expressed interest
      9. Committee give recommendation for how much to award and Board does final vote
2. Volunteers - heat thermometer/other initiatives - Yay!
3. NEW - end of year rewards for volunteers instead of quarterly Unsung Women’s Club Warrior program
   1. Like Superlatives, i.e.: Most volunteer hrs; Best women’s club recruit; Rookie of the year; Best new WC recruiter, etc.
   2. CHANGE APRIL MEETING?? (falls on spring break - many will be absent)
4. Side Notes from office:
   1. Not accurate to have monthly updates on scholarship monies as events may not be totally imputed by the end of each month. Number may not be realistic.
      1. Every other month is ok, estimate is ok. Guide so we do not approve an event and not have enough money to pay.
   2. BAR AND RENTAL to approve a whole list of events
   3. June 25th - Sunday’s by the lake

**Meeting Adjourned:** 9:50pm

**Minutes Recorded by:** Francesca Miskowsky (*Secretary*)

**OIC Approval:** Joanne Machalaba