



Hartford Area Project Care March 4, 2009 Minutes

Those in attendance: Julie Allen, Lynn Gillian, Mary Brath, Mike Kremer, Lisa Just, and Kieth Kriewaldt.

I. Committee Reports

A. Programs & Activities and Assets & Training

1. Update from committee

2. Current responsibilities

Julie reported the primary focus is on the Spring Fling fundraiser. Primary activities that will be focused on after the Spring Fling are Maxwell Street Day and Summer Night at the Movie on July 8th. Julie will work with the Hartford City Band to hopefully coordinate having the movie after their performance that night in Woodlawn Park. Possible activities for Maxwell Street Day were discussed. Popular ideas were games like bean bag toss

and

the washer toss. Project Care will also work with the local church group who is set-up next to us. We also talked about having the time to talk to parents and possibly give away small prizes like rubber wristbands with

our

name.

B. PR/Fund Development

1. Update from committee

2. Current responsibilities

Michele Cherney was not able to be at today's meeting. Julie mainly expressed concern over current finances and the need to find a couple

larger

sources of income. Julie mentioned Jeff Schimp was going to set

something

up with the Killian Group. Lisa Just thought Aurora was going to give \$1,500.00, but Julie has not confirmed with Jennifer Tarantino. Kieth Kriewaldt suggested contacting the National City PNC Bank and will get a contact name to Julie. Julie needs to follow-up with Mr. Garcia, Mr. Lutz of Signicast, the Hartford Lions, and the Medical Executive Committee. A presentation will be scheduled for the Hartford Lionesses.

II. Website

Julie talked about the changes that have been made and ones that are planned for the future. Duane Jahnke has put a lot of time into making changes. New domain names have been purchased through Go Daddy – hartfordareaprojectcare.org

and hartfordareaprojectcare.com. New emails have also been established for Julie, Anna, and Duane. Donation capabilities are now available on the website through PayPal.

III. Snowed in at the Movies – Recap

Julie reported numbers were down and probably because of the two snow days at the high school. Close to 190 students did attend. A special “thanks” was mentioned to Anna and Duane Jahnke who really stepped up to help Jim Zywicki and Patti Christel. Hopefully we will be able to work with the Hartford Theatre manager to plan additional activities. Julie talked about coordinating with the middle schools to have something on early release days next year.

IV. Celebrate Families – Recap

Julie reported the consensus is that Celebrate Families was very worthwhile and that hopefully next year HAPC can be in the same place and do the teen raffle again.

V. Spring Fling Fund Raiser – Friday April 24th

A. Committees/Volunteers

B. Time Frame

C. Expectations

Julie distributed tickets to sell and flyers that Kieth Kriewaldt had printed. She also expressed concern regarding possible sponsorship of the event. Mary Simon did request money from WalMart, but Julie has not heard any confirmation. Julie is sending out some sponsorship request letters to some of the local businesses, but that money was minimal last year. Due to recent donations or requests made, Julie is reluctant to approach West Bend Clinic and Aurora who underwrote the Spring Fling costs last year. Kieth asked how many tickets need to be sold to cover all costs. Julie will work on getting a number, but has not figured that out as yet.

Julie stressed the need for everyone involved with HAPC to talk up the event and get tickets sold. She also stressed the need to get ticket stubs returned and turned in ahead of time so they can be entered into the computer. Julie also talked about auction donations being down and how helpful it would be for people to think of individuals or organizations they might have a tie to and ask if they would be willing to donate a basket or items for one.

VI. Maxwell Street Day – July 8th

See note for Programs & Activities Committee update

VII. Summer Night at the Movie – July 8th

See note for Programs & Activities Committee update

VIII. Other

- Julie reported the plan to begin changing the name to Hartford Area Project Care. The hope is that people will understand we target more than just the

City of Hartford. A formal decision will be made at the Board of Directors meeting on March 31st.

- Julie read an email from Michele Cherney about changing the format of the General Membership quarterly meetings to be more exciting and motivating and to focus on volunteer needs at the time. The email also addressed ways to build the assets in more of a grass roots way and to get members more active in getting friends and others involved. One idea of Michele's was to have something on the website called "ASSETS IN ACTION" where we can share some of the positive experiences. This could be an area to educate, promote, and drive website access. The group thought Michele's ideas were very helpful and something to definitely be pursued.
- Mary Brath reported Work Force Development will be receiving stimulus money in order to place 300 youth from ages 16-24 in the Waukesha, Ozaukee, and Washington counties. Kieth Kriewaldt and Mike Krimmer were very interested in this to hire people for the summer that budget cuts had eliminated. Mary Brath will get a flyer to Mike Kremer for HUHS students.

IX. Adjourn

**Next Meeting: Wednesday June 3, 2009
3:30 Community Room – lower level Aurora Clinic**

Hartford Project Care December 3, 2008 Minutes

Those in attendance: Julie Allen, Mandie Reedy, Anna Jahnke, Duane Jahnke, Lisa Just, Jennifer Tarantino, Mark Smits, Mike Kremer, and Jeff Schimp

I. Committee Reports

A. Programs & Activities and Assets & Training

- 1. Update from committee**
- 2. Current responsibilities**

Julie gave an update of the committee focusing on Snowed in at the Movies on Friday January 16th, Celebrate Families on Sunday February 8th and on the Spring Fling fundraiser on Friday April 24, 2009. The committee is aligning activities with the Assets related to positive adult role models, youth as a resource to the community and constructive use of time.

The committee is also working on establishing active partnerships with the faith community, Parks & Recreation and the schools when looking at and planning activities.

B. PR/Fund Development

1. Update from committee

- a. Fund raising effort – letter**
- b. Presentations**

2. Current responsibilities

Julie talked about the current effort to solicit funding from local business and service organizations. This might not be the best time to try to solicit funds as many have already given for the year. It might be better to continue this effort come January or February. Julie and others from the Board have made several presentations regarding the purpose and goals of HPC. Presentations include: HADC Board, Chamber of Commerce, the Kettle Moraine Lions and

II. Snowed in at the Movies – Friday January 16th

- A. Responsibilities** – Project Care is primarily responsible for food. Anna Jahnke is overseeing this. Sara Siwy agreed to do the press releases for the event.
- B. Volunteers** – Mandie Reedy is in charge of volunteers. If anyone is able to help, they should contact Mandie.

III. Celebrate Families – Sunday 8th

- A. Activity** – It was decided that Project Care would help with the teen raffle. Because of this, we will not do our own activity, but rather have information available at the table.
- B. Volunteers** – The time frame is from 11:00 – 4:00. We will need a total of 6-8 volunteers. Julie will recruit additional volunteers as the event draws closer.

IV. Spring Fling Fund Raiser – Friday April 24th

- D. Committees/Volunteers** – Anna Jahnke is chairing the raffle/auction committee. We could use someone to chair the promotions/ticket sale/decorations committee.
- E. Time Frame** – Committees need to begin meeting right after the holidays. People should begin working on donations now.
- F. Expectations**

Ticket prices were discussed. It was decided to increase the price of a single ticket to \$20.00 and offer two tickets together at a price of \$30.00. Julie stressed that as people sell tickets, they need to find out if the person actually plans to attend so a more accurate count for ordering food and set-up can be obtained. There was also discussion of whether we want to have the same kind of event next year or have something more family oriented without alcohol. This discussion will continue after this year's Spring Fling.

IV. Strategic Planning – 5:00pm December 3rd (today)

V. Maxwell Street Day and Summer Night at the Movie Next Meeting

- VI. Other
- VII. Adjourn

**Next Meeting: Wednesday March 4, 2009
3:30 Community Room – lower level Aurora Clinic**

**Hartford Project Care
September 3, 2008 Minutes**

Those in attendance: Julie Allen, Kieth Kriewaldt, Mandie Reedy, Jennifer Tarantino, Mike Kremer, Mark Smits, and Michele Cherney.

I. Committee Reports

A. Programs & Activities and Assets & Training

1. Update from committee

Julie Allen reported Girls' Night Out has been the primary focus for the committee. Maxwell Street Day and Summer Night at the Movies were the primary focuses for the summer.

2. Current responsibilities

At this time the committee will focus on tapping into the interests of our youth, especially the at-risk population and finding activities to provide more constructive use of time. Looking at Frisbee golf and having activities at the Skate Park are possibilities. There will be an effort to talk to youth after school through providing food in the cafeteria. Julie will approach local businesses to see if they would be willing to provide pizza or subs to have the youth come in and talk. Julie questioned possible board games and use of the Methodist Church across the street from the high school. Jennifer Tarantino suggested Jenga.

3. Change of meeting date

It was decided to change the next meeting to September 24th at 3:30 at the Rec. Center.

B. PR/Fund Development

1. Update from committee

Michele Cherney reported Mary Simon, Julie Allen, and Michele will work together to develop a one page sheet to share with potential donors. This will outline HPC's operating costs and summarize what we have done, what we are, and where we hope to go. Michele also reported we are on target with expenses for the year, but short in terms

of revenue. Re-designing a new website has also been an ongoing going effort. Duane Jahnke is helping with this process.

2. Current responsibilities

Julie will contact BizConstruct to arrange a one year hosting contract. The committee will continue to work on pursuing grant/foundation monies once the sheet referred to above is completed. Boosting revenue is a primary focus.

II. Maxwell Street Days

A. 2008 Re-cap

Julie reported she thinks the dunk tank went well with a constant line of youth.

B. Ideas for next year (07/08/09)

Julie reported Scott Henke suggested charging adults for the dunk tank next year. This will be considered along with possible partnering with the Hartford Food Pantry for donations rather than a fee. Julie mentioned Chief Groves' suggestion of turtle races. More than a couple people were not in favor of this idea due to the perception of how animals are treated (PETA). Julie did mention the need for additional volunteers for next year if we are going to participate in Maxwell Street next year.

III. Summer Night at the Movies

A. Re-cap

Julie mentioned she thought the movie night was a success given it was our first year.

B. Ideas for next year (07/08/09)

Again, Julie stressed the need for more volunteers if we are going to have another Summer Night at the Movies. Julie reported Mike Hermann suggesting we partner with the city band and have the movie in Woodlawn Park after the concert. Julie will pursue this idea.

IV. Strategic Planning – 09/29/08

The strategic planning meeting with Paul Roback of the UW Extension will be on Monday September 29th at 5:00pm. Julie reported Jennifer Tarantino did arrange to meet in the Community Room of the Aurora Clinic and that Aurora will provide food. Julie will contact Student Council President and Vice President to attend. Julie will also email the general membership and Kim Infalt at the Hartford Chamber. Julie will be meeting with Paul Roback on Monday to review the action plans from 2007 and where HPC stands now.

V. Girls' Night Out

A. Update

Julie Reported Jessica Zappia from the YMCA and Angela Barrios will be teaching the course. Julie, Jessica, and Angela are working with the K-8 schools to get the word out. The Hartford Women's Club is sponsoring the entire program for \$1,300.00. HUHS is letting the program be held at the high school at no cost.

B. K-8 open houses

Julie, Angela, and Jessica are going to some of the K-8 open houses to make flyers for GNO and registration forms available. If not able to be at the open house, Julie is trying to get forms emailed to the schools for distribution to the middle school girls.

VI. Spring Fling Fund Raiser

G. Friday April 24, 2009

Julie asked that everyone mark their calendars for the 2009 fundraiser. Julie has already reserved the Chandelier Ballroom at a cost of \$1,200.00. Julie will call Downtown Harrison to see if he is available. Other suggestions were to checkout other DJ's and possibly have a comedy night. Mark Smits mentioned making sure whatever the entertainment is, we need to make sure it does not interfere with the purpose of holding the auction and raising money. With this in mind, we talked about possibly having a comedy night fundraiser in fall of 2009.

H. Committees/Volunteers

Julie mentioned the need to have more people involved, especially with ticket sales. Jennifer Tarantino offered to be on the silent auction committee again.

I. Time Frame

Mike Kremer suggested HPC members begin collecting donated items for the spring fling now. Julie added that we will need a place to store items as the room at Oriole Academy would not be safe enough.

VII. Presentations

A. Hartford Women's Club – 09/02/08

Julie reported she and Anna Jahnke presented to the Hartford Women's Club last night and that it went well.

B. Hartford Common Council – 10/28/08

HPC will be presenting to the Hartford Common Council on Tuesday October 28th at 7:00pm. Julie reported after reviewing the Asset Survey data from the survey done last year at the high school, she thinks the two asset areas to focus on as an entire community are:

- valuing youth as a resource to the community
- constructive use of time

This will be addressed as part of the strategic planning on September 29th.

C. Other presentations?!

Other presentations suggested today include:

- The Hartford Chamber Board
- Senior Center
- Hartford and Kettle Moraine Lions Clubs
- Erin and Jt. 1 PTO's

VIII. Other

A. Washington County Prevention Network Grant

Julie reported the majority of grant money requested is to send two members to the 2008 Healthy Communities • Healthy Youth Conference. The conference will be held November 6-8. Julie reported Pastor Matthew Lee from St. Olaf will be attending to focus on the faith communities and questioned who the other person should be. Mark Smits suggested Julie should attend as Executive Director. Julie is not sure she will be able to attend this year due to family commitments and will explore an alternate person if she is not able to attend.

B. Washington County Prevention Network Awards

Julie reported she and Mandie Reedy had talked about possible award recipients for this year. Julie suggested Anna Jahnke and Mary Brath, given the amount of time and energy they have committed to HPC this past year. Those in attendance agreed with this choice.

IX. Adjourn

**Next Meeting: Wednesday December 3, 2008
3:30 Community Room – lower level Aurora Clinic**

**Hartford Project Care
June 4, 2008 Minutes**

Those in attendance: Julie Allen, Mandie Reedy, Mary Brath, Mark Smits, Anna Jahnke, Duane Jahnke, Justine Cadena, Mike Kremer, and Kieth Kriewaldt.

I. Committee Reports

A. Programs & Activities and Assets & Training

1. Update from committee – Julie Allen reported the Programs & Activities Committee is working together with the Assets & Training Committee. Much of the committee's time has been spent making decisions and plans for Maxwell Street Days and the Summer Night at the Movies on Wednesday July 9th.

2. Current responsibilities – This committee is responsible for all final arrangements for the Maxwell Street Day's dunk tank and table and the Summer Night at the Movies. In late August the committee needs to begin developing programs and activities for our youth and families for the fall. Partnerships with the Mineshaft and Pioneer Bowl are being worked out. Activities for families and high school students will also be looked at for after high school sporting events. Julie mentioned she would like the group

to identify those Assets our students are lowest in and try to develop programs that would specifically target those Assets.

C. PR/Fund Development

1. Update from committee – Michele Cherney was not able to make today's meeting so Julie Allen provided an update. She reported the committee has been meeting monthly. At the last meeting the committee began addressing annual income and expenditures and the need to develop a business plan and generate income. The committee is addressing building partnerships with local businesses and doing more presentations now that the new PowerPoint is complete. Julie and others will be presenting to the Hartford Rotary tomorrow, June 5th. Julie also reported Duane Jahnke, who attended today's meeting offered to redesign the Hartford Project Care website along with updating. Mary Simon, the Executive Director of the Washington County Council on AODA emailed Julie requesting a possible position

2. Current responsibilities – The committee needs to work with Duane Jahnke to get a newly designed website up and running. They also need to work on developing partnerships with local business, service organizations, the ,faith based community and other facets of the community. The committee will continue to explore where we should do the PowerPoint presentation and possible grant/foundation opportunities.

II. Maxwell Street Days – July 9th

C. Volunteers – We are in need of volunteers for the dunk tank, table, and to chaperone the movie. The Hartford Optimists or Peers for Peers will probably run a concession stand. We need dunk tank volunteers that the youth are familiar with in some capacity. At this point we only have four or five volunteers for the table and movie chaperoning and maybe six for the dunk tank.

D. Dunk Tank/Table – As above

E. Summer Night at the Movies – It was decided to show the Bee Movie. Julie will send in the form to arrange rental. Julie will also order glow in the dark necklaces to give away.

III. Spring Fling Fund Raiser

J. Summary of 2008 Event – Julie reported the event raised a little over \$11,000.00 and has only received positive feedback from those who attended.

K. 2009 Spring Fling? – The group thinks we should have another Spring Fling fundraiser next year. Friday April 24th was the date agreed upon. Mike Kremer suggested people begin to collect donations as they are able.

IV. Other

IV. Adjourn

**Next Meeting: Wednesday September 3, 2008
3:30 Community Room – lower level Aurora Clinic**

**Hartford Project Care
March 5, 2008 Minutes**

Those in attendance: Julie Allen, Mandie Reedy, Pastor Matt Lee, Michele Cherney, Sara Siwy, Mary Brath, Mike Hermann, Jennifer Tarantino, Angela Little, and Linda Klink.

- I. Committee Reports** – Committees in general need more people involved. Chairs for the committees would be helpful, especial for Programs & Activities.
 - A. Assets/Training**
 - 1. **Update from committee** – No report
 - 2. **Current responsibilities** – This committee needs to begin focusing on Asset Awards again.
 - B. Programs/Activities**
 - 1. **Update from committee** – This committee last met in November. Mandie Reedy has been holding Parent Connection meetings on a monthly basis. Attendance has not been where Mandie hoped, but feedback from those who have attended has been positive. The next Parent Connection will be on April 3rd with Officer Jim Zywicki attending to discuss at-risk behaviors in youth.
 - 2. **Current responsibilities** – This committee needs to begin meeting to advance the discussion and explore possible programs and activities for Project Care to organize and support. Julie Allen will begin efforts to bring the local churches to obtain input and cooperation regarding ideas for programs/activities and assess the possibility of holding activities at a variety of churches. Jennifer Tarantino will make contact with hospital contact for the Pastoral Care meeting, possibly in April. Pastor Brian Kunding and Pastor Matt Lee are supportive and will help in this effort.
 - C. PR/Fund Development**
 - 1. **Update from committee** – This committee has been meeting on a monthly basis. Much of the focus has been on the Spring Fling,

especially deciding on whether or not to recommend the purchase of the Auctions! software.

2. **Current responsibilities** – This committee will continue to meet monthly to address needs for fund development and ways to market Project Care.

D. Board/Membership development – The responsibilities of this committee will be undertaken by the Board of Directors.

1. **Update from committee**
2. **Current responsibilities**

II. Spring Fling – Fund Raiser (April 2008)

L. Overview and Tickets – Julie Allen made tickets available for members to sell. Julie also went over the time frame and details of the Spring Fling. It was decided that a separate committee needs to be established to oversee the final details of the event. Julie needs to contact Michele Price at the Chandelier Ballroom to ask about background music to be played before the entertainment begins. Julie also needs to contact Beth Gorman to ask when we would need to have the Auctions! software if we decide to purchase it.

M. Committee Updates

1. **Promotion & Ticket Sales** – 500 tickets were printed and are available for sale. Sara will approach Medical Associates regarding printing flyers for the event. Julie will contact the reporter at the Times Press to do an article on the Spring Fling and possibly the Express News. Sara Siwy will talk on WTKM and make a press release. Julie is working with Synergy and Aurora for possible sponsorship of the event.
2. **Basket Raffle** – Letters are in the process of going out and will be followed-up with phone calls. Julie is keeping track of donations and will communicate to committee what has been received. Julie Wolf received a AAA membership, a donation from the Saw Mill, and Noah's Ark has donated two day passes. Perc Place and others have committed baskets.
3. **Silent Auction** – Letters have gone out. Julie is keeping track of donations and will keep committee informed. Mike Kremer donated a week time-share in Florida, the Packers donated a signed football, Brunner's Furniture has donated a wine rack.
4. **Decorations & Set-up** – This committee has not met. Julie did write a letter to Ebert's Greenhouse for possibly donating spring plants for tables. Other local florists will be contacted. This committee will need to work on getting tablecloths and focus on actual set-up for the event.

III. Other – Presentation at Community Memorial Hospital on Friday March 14, 2008 at 8:00am. Julie asked if someone would be able to do the presentation with Sara Siwy as she is not able to attend. Pastor Matt Lee offered to go.

IV. Adjourn

Next Meeting: Wednesday June 4, 2008
3:30 Community Room – lower level Aurora Clinic