

**Minutes**  
**Organization & Finance Committee**  
**December 2, 2009, 7:00 p.m. (City Hall)**

**I. Call to Order**

*Call to order at 7:00 p.m.*

**II. Attendance**

*Jim, Joel, Julie, Patrick*

**III. Approval of Minutes**

*Motion by Jim, second by Joel, to approve the October meeting minutes. All in favor.*

**IV. Director's Report**

*Patrick reported that HolidayFest was a great success. We gained two volunteers on P&M committee from the event. He heard nothing but positive comments.*

*The tech visit that Portland Main Street is eligible to receive needs to be planned by December if we want to use it. Patrick has an upcoming conference call with the planners, who will help bring someone from the National Trust to present a program on volunteer recruitment and retention. Patrick will have the plan in place by the end of December to meet the deadline. The committee discussed the possibility of getting Georgina on this committee; her skills would help the O&F Committee a great deal, and the Treasurer should be on O&F. Patrick will talk with the Design Committee and some potential volunteers for that committee. Julie will ask Georgina to join O&F, presuming we can find other volunteers for the Design Committee.*

**V. Work Plan Review & Update**

*With the exception of the Oktoberfest report, the committee focused this meeting on the 2010-2011 work plan, which must be submitted to the Board for its December meeting.*

**a. Objective 2 – Develop a funding plan**

**Project 2 – Oktoberfest**

*Joel and Patrick distributed a detailed report on Oktoberfest. The committee discussed it briefly but will discuss it in more detail at the January meeting. Although we can cut expenses, the key is in raising more revenue. We need to do a much better job using our core volunteers' strengths and focusing their efforts (instead of asking all volunteers to work on the whole event). The Oktoberfest volunteers should help with the planning process, but the work plan needs to be submitted to the Board before the Oktoberfest committee meets in January. So we will submit a general plan to the Board but will work with the Oktoberfest committee to tweak it as necessary and submit any significant changes to the Board.*

*We may want to focus on a tighter market area—i.e., Ionia more than Lansing, or at least in addition to Lansing. Planning will start in January. Joel discussed the possibility of a breakfast on Sunday morning (instead of Friday activities) or a chicken barbecue, etc. Patrick strongly suggested keeping it to a one-day event, but all agreed that this needs to be an Oktoberfest committee decision.*

**VI. 2010-2011 Work Plan**

*The committee spent most of the meeting reviewing the 2009-2010 work plan to update it for 2010-2011 program year. Julie will revise the 2009-2010 plan to reflect our updated plans for 2010-2011,*

*as directed by the committee. Joel and Patrick will update the Oktoberfest plan and will break the Big Beer Run out of that plan—i.e., create a separate Activity for that part of the Oktoberfest event.*

**VII. Member Comments**

**a. Volunteer hours**

Joel – 12; Jim -4; Julie –29

**b. Other comments - None**

**VIII. Next Meeting**

The next meeting will be held on January 20, 2010, 7:00 p.m., City Hall

**IX. Adjourned:** *Motion by Jim, second by Joel, to adjourn the meeting at 8:20 p.m. All in favor.*