

**FRIENDS OF CLEARVIEW  
198 COUNTY DF  
JUNEAU, WI 53039  
October 21, 2019**

**MINUTES**

1. **CALL TO ORDER:** The meeting was called to order by Sheahan-Malloy, at 10:03 a.m. with the following members present:
2. **ROLL CALL:**

Jeff Duchac  
Roger Gorst  
Lynn Schaal  
Kira Sheahan-Malloy  
Marianne Zastrow

**ALSO PRESENT:** Lori Kurutz, Assistant Administrator; and Jill Soldner, Administrative Secretary.

**ABSENT:** Muriel Harper, Daniel Klossner, and Harold Zastrow

**NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:** None.
3. **PUBLIC COMMENT:** None.
4. **APPROVAL OF MINUTES OF JUNE 5, 2019 MEETING:** Motion made by Schaal to approve the Minutes of June 5, 2019; seconded by Duchac. Motion carried.
5. **CORPORATE COMPLIANCE ~ LORI KURUTZ:** Kurutz reviewed the six individual risk analysis studies for 2020 with the Committee. Reports will be prepared for each risk analysis and on an as-needed basis for any ethical decisions. Code of Ethics specifically for Friends of Clearview volunteers were also reviewed. The Corporate Compliance Committee meets every two months, six times a year. Kurutz also reviewed all of the policies that govern the operations of Clearview. Annual Compliance Attestations were signed by the members present.
6. **CONSIDER, DISCUSS, AND TAKE POSSIBLE ACTION ON AMENDING THE AMENDED BYLAWS:** The Amended Bylaws dated October 4, 2017, were reviewed by the Committee. The removal of the second sentence of *Article III, Section 2: Terms*, "All Board Members are eligible for reappointment for up to five consecutive terms" was discussed. The October 4, 2017 Amended Bylaws will be sent to Dodge County Corporation Counsel to Kim Nass to review. The Second Amended Bylaws will be signed at the January 8, 2020 meeting, after the election of officers. Motion made by Duchac to remove the sentence "All Board Members are eligible for reappointment for up to five consecutive terms" in *Article III, Section 2: Terms*; seconded by Gorst. Motion carried.
7. **APPROVAL OF EXPENDITURES:** Items requested for expenses were approved on a form signed by the Friends of Clearview Chair and were presented to the Health Facilities Committee

Chairman at the October 9, 2019 meeting. Motion made by Gorst to approve funds requested in an amount not to exceed \$1,782.00; seconded by M. Zastrow. Motion carried.

8. **FINANCIAL REPORT ~ Lori Kurutz:** Kurutz updated the Committee with regard to donations and expenditures. Motion made by Duchac to accept the financial report; seconded by Gorst. Motion carried.
9. **BENVENUTO'S:** The fundraiser is set for **Tuesday, November 12, 2019, from 11 a.m. to 10 p.m.** Ten full-sized flyers were given to each of the Friends members to hang up at businesses in their respective communities. Sheahan-Malloy will take 400 mini flyers/ads to Benvenuto's, about a week before the fundraiser, to be put with patrons' checks. Mini flyers/ads will also be handed out at Clearview's Holiday Bazaar the week before the fundraiser, on November 7 and 8. Announcements will be made on the area radio stations, in newspapers, Clearview's Facebook page, Friends of Clearview Facebook page, and on Daily Dodge's calendar of events.

10. **FUTURE FUNDRAISING:**

- **Brat Fry Summer 2020:** The summer brat fry sign-up schedule at Rechek's is on January 1, 2020, at 7 a.m. Sheahan-Malloy's husband, Michael Malloy, will go at 7 a.m. and get in the lottery to pick a date (he will try to reserve June 13 or June 20, 2020) and report at the April 2020 meeting.
- **Update: Brat Fry 2019:** The brat fry was held on **Saturday, June 8, 2019**, at Rechek's in Beaver Dam was another success, with a net profit of \$656.70.

11. **FUTURE EVENTS:**

- **Halloween Party:** The party will be held in the Gathering Room on **Wednesday, October 30** from 2:00 to 3:00 p.m. If members would like to help out with the residents, please arrive at 1:30 p.m. Jay Hoffman will entertain the residents with his fun, acoustical variety music.
- **Holiday Bazaar:** The Holiday Bazaar will be held on **Thursday, November 7** from 8:00 a.m. to 5:00 p.m. and again on **Friday, November 8** from 8:00 a.m. to 12:00 p.m.
- **New Year's Party:** The party will be held in the Gathering Room on **Tuesday, January 2, 2020** from 2:00 to 2:30 p.m. Rockin' Randy Roeder will entertain the residents.
- **Valentine's Day Party:** The party will be held in the Gathering Room on **Friday, February 14.** Don Peachy will entertain the residents.

12. **EVENT UPDATES ~ JACKIE KUHL and ALYSSA GAHLMAN:**

**NURSING HOME and CLEARVIEW BEHAVIORAL HEALTH**

- **6/18/19 and 6/27/19: Marsh Haven Nature Center:** Two groups of Behavioral Health residents visited Marsh Haven Nature Center. The Center offers the opportunity to learn more about the history and wildlife of the Horicon Marsh area, hike the trails, and learn about nature.

- **7/24/19: Brewer Tailgate Party at Clearview:** \$342.00 was raised at the tailgate party. The Brewers beat the Cincinnati Reds 5-4.
- **7/31/19: Jim Vollmer:** Jim plays country, 50's, 60's, 70's, and 80's, and big band music (standards, polka, and the waltz), which includes the keyboard/synthesizer and a vocalist.
- **8/7/19: Nine-Thirty Standard Band:** An outdoor night concert was enjoyed by all. Nine-Thirty Standard Band plays blues to country, standards to rock, the music from your life, plus original songs from the band members' own lives.
- **Dodge County Fair:** A total of 89 residents and staff from the Behavioral Health household, nursing home, and assisted living attended the Dodge County Fair and had a great time!
- **9/15/19: William Hill:** Bill entertained the residents with his keyboard music.

**IID / KNIGHTS OF COLUMBUS**

- **6/12/19: Casey Carney:** Casey is a favorite entertainer of the residents!
- **6/10/19: Timber Rattlers Baseball Game:** Four residents attended the game. The Timber Rattlers lost to the Beloit Snappers 4-1.
- **Dodge County Fair:** Eighteen (18) residents and staff members attended the fair and had a great time!
- **10/8/19: McDonald's:** One of the residents' favorite – lunch from McDonald's!

**CLEARVIEW BRAIN INJURY CENTER**

- Craft supplies were purchased for projects for the Holiday Bazaar. A cupcake sale was held; the participants went fishing, bowling golfing, and visited an alpaca farm. Participants made tie dye T-shirts, had Christmas in July, and had virgin bloody Mary's for Father's Day. Thirty-two (32) participants and staff members attended the Dodge County Fair.

13. **DETERMINE NEXT MEETING DATES AND TIMES: Wednesday, January 8, 2020, at 10:30 a.m.,** at Clearview, in the Chapel, 198 County DF, Juneau, Wisconsin 53039.
14. **ADJOURN:** There being no further business to come before the Committee, motion by the Duchac, to adjourn; seconded by Schaal. Motion carried. Meeting adjourned at 10:58 a.m.

Dated this 8<sup>th</sup> day of January, 2020.

Respectfully submitted,

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Daniel Klossner, Co-Secretary/Co-Treasurer OR  
Marianne Zastrow, Co-Secretary/Co-Treasurer

**SECONDED AMENDED BYLAWS OF  
Friends of Clearview, Dodge County, Wisconsin**

**ARTICLE I — NAME AND PURPOSE**

**Section 1 — Name:** The name of the organization shall be Friends of Clearview. It shall be a special fundraising organization of the County of Dodge in the State of Wisconsin.

**Section 2 — Purpose:** Friends of Clearview is organized exclusively for the following purposes:

- A. Plan and execute fundraising operations for the purpose of soliciting donations of funds to Dodge County Business Unit 1325, entitled, "Donations Received for Purchase of Clearview Amenities," by individuals and organizations; and,
- B. Accept on behalf of Dodge County funds that have been donated to Dodge County by individuals and organizations for the purchase of amenities for the benefit of residents of Clearview Long Term Care and Rehabilitation.

**Section 3 — Deposit and Expenditure of Donated Funds:** All funds donated to Dodge County by individuals and organizations for the purchase of amenities for the benefit of residents of Clearview Long Term Care and Rehabilitation will be deposited in Dodge County Business Unit 1325, entitled, "Donations Received for Purchase of Clearview Amenities," and are tax deductible as set forth in Section 170(c)(1), of the Internal Revenue Code.

All funds deposited in Dodge County Business Unit 1325 will be expended under the supervision of the Dodge County Health Facilities Committee and used to purchase amenities for the benefit of residents of Clearview Long Term Care and Rehabilitation.

**Section 4 — Rules of Parliamentary Procedure:** The rules of parliamentary procedure as laid down in Robert's Rules of Order shall govern the proceedings of the Board.

**ARTICLE II — MEMBERSHIP**

**Section 1 — Membership:** Membership shall consist of the Board of Directors, appointed by the County Board Chair, and confirmed by the Dodge County Board of Supervisors.

**ARTICLE III — BOARD OF DIRECTORS**

**Section 1 — Board Role, Size, and Compensation:** The Board of Directors ("Board") is responsible for overall policy and direction of the organization, and shall report to the Chairman of the Dodge County Board of Supervisors. The Board shall have up to 13, but not fewer than 3 members. The Board will receive no compensation or reimbursement for expenses.

**Section 2 — Terms:** All Board Members shall serve two-year staggered terms.

**Section 3 — Meetings and Notice:** The Board shall meet at least annually, at an agreed upon time and place. An official Board meeting requires that each Board Member have written notice at least one week in advance. The Board shall comply with all applicable requirements of the Wisconsin Open Meetings Law and the Wisconsin Open Records Law.

**Section 4 — Board Appointment:** During the last quarter of each calendar year, the County Board Chair shall appoint Board Members to replace those whose terms will expire at the end of the calendar year. Appointments of Board Members by the County Board Chair require confirmation by the Dodge County Board of Supervisors in order to become effective. Vacancies for any unexpired term of any Board Member shall be filled in the same manner as original appointments.

**Section 5 — Officer Election Procedures:** Officers shall be elected by a majority of Board Members present at the first meeting of each calendar year, provided there is a quorum present. In the event of a tie vote, the winner will be determined by the toss of a coin with the more senior member of the Board calling the toss. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Each Board Member shall hold office until his successor shall have been duly elected or until he shall resign.

**Section 6 — Quorum:** The quorum is defined as more than fifty (50%) percent of all Board Members present at a regular meeting or a properly called and noticed special meeting. The act of the majority of the Board Members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law.

**Section 7 — Officers and Duties:** There shall be four officers of the Board, consisting of a chair, vice-chair, secretary and treasurer. **The Secretary and Treasurer positions may be combined.** Their duties are as follows:

*The Chair* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary-treasurer.

*The Vice-Chair* shall chair committees on special subjects as designated by either the Board or the Chair.

*The Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board Member, and assuring that records of Friends of Clearview are maintained.

*The Treasurer* shall make a report at each Board meeting. The treasurer shall chair the finance committee, help develop fundraising plans, and make financial information available to Board Members and the public. The Director of Financial Services at Clearview shall maintain a spreadsheet of all funds received and shall provide a copy of the current spreadsheet to the treasurer upon request by the treasurer.

**Section 8 — Resignation and Removal:** Resignation from the Board must be in writing and received by the secretary. A Board Member may be removed by a three-fourths vote of the fixed membership of the Board, notwithstanding whether all Board Members are present at a meeting to vote on such removal.

**Section 9 — Special Meetings:** Special meetings of the Board shall be called upon the request of the chair, or one-third of the Board. Notices of special meetings shall be sent out by the secretary to each Board Member at least two weeks in advance. All notices of special meetings shall comply with all applicable requirements of the Wisconsin Open Meetings Law.

#### ARTICLE IV — COMMITTEES

**Section 1 — Committee Formation:** The Board may create committees as needed, such as fundraising, public relations, data collection, etc. The Board Chair appoints all committee chairs.

**Section 2 — Executive Committee:** The officers shall serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board in the intervals between meetings of the Board, and is subject to the direction and control of the full Board.

**Section 3 — Finance Committee:** The treasurer shall chair the Finance Committee, which shall include three other Board Members. The Finance Committee is responsible for developing and reviewing fiscal procedures and fundraising plans and annual budget with staff and other Board Members. The Board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by either the Board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to Board Members and the public.

#### ARTICLE V — AMENDMENTS

**Section 1 — Amendments:** These Second Amended Bylaws may be amended by two-thirds majority of the Board. Proposed amendments shall be submitted to the secretary to be sent out with regular Board announcements.

#### CERTIFICATION

These Second Amended Bylaws were approved at a meeting of the Board by a two-thirds majority vote on January 8, 2020.

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Co-Secretary/Co-Treasurer

Dated: January 8, 2020