

MINUTES  
HPR INC  
MARCH 17, 2026

BOARD MEMBERS PRESENT: Sarah Semrow, Trish Kuhawa, Marilyn Hutkowski, Debra Lackey

ALSO PRESENT: Dave Kujawa

The meeting was called to order by President Sarah Semrow at 5:34 p.m. at the Semrow residence.

Deb moved and Sarah seconded the motion to approve the April meeting minutes with a date correction noted by Debra Lackey. The motion passed unanimously by voice vote.

Treasurer Trish Kujawa presented the financial report. The current balance in the HPR account is \$11,951.68. It was also determined that the original GOFUNDME account should be taken down and a new Pay Pal Account started. A budget meeting was also scheduled for April 6, 2026, at 4:45 pm at the Hancock Library.

Marilyn moved to approve the Financial Report and to start a PayPal account. Deb seconded the motion. The motion carried unanimously by voice vote.

Trish was able to complete and submit the application to register the HPR logo and merchandise design with the DFI. The cost is \$15.00 for each item, and both will now be trademarked in the State of Wisconsin.

Discussion was held regarding planning for a Meat Raffle Fundraiser for this summer. Information and options were discussed. No definite date or place has yet been determined.

Sarah was able to reserve a "ticket booth/merchandise sales booth" for use at the Fish Lake Festival on June 6.

Dave Kujawa presented a detailed plan to complete phase 2 of the electrical project at Hancock Park. The Village of Hancock will submit the plan for bids and request that bids be submitted to the Village by April 30<sup>th</sup>. HPR will be responsible for payment for the Park electrical upgrade. Deb moved to approve the proposed electrical plans as presented by Dave Kujawa together with paying for costs of bid posting, with bid deadline by April 30<sup>th</sup>, 2026. Marilyn seconded the motion. The motion passed by unanimous voice vote. The Village Board had previously approved the bidding process.

We will proceed with ordering Festival advertising from Digi Copy in Stevens Point complete with names of bands, activities, times, etc. Digi copy will provide proof of the money raffle tickets. Raffle books will be sold for \$20.00 for a packet of 3 tickets.

Marilyn submitted all forms necessary to the Village Clerk's office for the upcoming Festival and Market in the Park dates, including Event Forms, Operators License, Special Deputy Request and Class B Beer License application; she also distributed individual applications to board members supporting the beer license application, to be completed and returned to Village Clerk. The Village may waive some fees and will get back to us with total amount of fees due.

Marilyn also completed the application for Safe Food Service. The Waushara County Health Department requires an application with fee be completed and submitted for all nonprofits having more than 3 food events annually. Marilyn has completed the food service test and an additional test will not be necessary. Trish will prepare check and return the completed application to Waushara County. Other Board Members may want to take the food service test since the certification is specific to a person rather than HPR. At least one qualified person must be present at all food service events.

Payment for the self-serve kayak kiosk contract was discussed and date for payment has not yet been determined.

Deb will order 5 boxes of Vande Walle candy bars and Sarah will pick them up. The profit for sale of candy bars is \$1.00 per bar.

The next bake sale at Plainfield Bank will be Friday, April 10<sup>th</sup>, 2026.

Board members discussed having a police officer/deputy at the Festival, if possible, in addition to the Special Deputy required by the Village.

Sarah presented to Board Members an educational opportunity sponsored by UW Madison REV program.

Each Board Member presented updates on Festival plans.

Grant preparation was discussed and we will search for grants that may be appropriate for Hancock Park.

The next HPR Board meeting is scheduled for Monday April 13<sup>th</sup>, 2026 at the Hancock Library and thereafter all monthly meetings will be held at the library.

Deb moved to adjourn the meeting; Marilyn seconded the motion. The meeting adjourned at 7:53 p.m.

Submitted by:

Marilyn Hutkowski, Secretary  
HPR Inc.

