

Organization Committee Agenda: September 12, 2011

Members present: Nicole Lucas, Tanner Lucas, James Davis, Diana Machotka, Bev Glass and Julie Christner

- 5:30 pm Start Time

Julie called meeting to order about 5:35

- Old Business
 - Work Plans
 - Membership Drive Workplan
 - Final numbers

Completed the final numbers for the workplan – final numbers were \$3.00 over budgeted amount. Membership drive did not increase as we had hoped.

- Annual Meeting Workplan
 - Final numbers

Completed workplan – final numbers were \$189.10 spent. Annual meeting was successful and more attended that was anticipated. Was decided to have packets ready for members for next years Annual Meeting.

- Mid-Fiscal Year Board Retreat Workplan
 - Discuss upcoming event and deadlines

Asked about \$10.00 addition to Food and Beverage and that is basic need – will table this workplan until next month as first deadline is not until 11/1/11

- FallFest Work Plan
 - Dollars spent to date
 - Volunteers from Organization
 - Jumpy Obstacles Course – WSB?
 - Registration – Chandra/Cheryl
 - Vendors Assistance – Mormon Missionaries?
 - Buck-a-Duck Sales – GPCU
 - Info Book/Nasduck Sales –
 - Entertainment Arena – Melissa
 - Others?

Asked present members who would be attending – Diana, James, Nicole, Julie. Asked Bev what still needed doing. Possibly a few more volunteers. Hadn't received the list from Commerce. Julie will forward the list. Asked about set up and tear down and that has been assigned to ER. Marty and Shonda will be doing the vendor layout on Friday. To date 3,615.41 has been spent so we are currently 256.41 over. Asked Bev what else she needed help with and she felt other than being available on Saturday...Has been a glitch with K of C and agreed upon vendor amount was not honored. Discussion of having contracts for next year.

- New Business
 - Work Plans
 - Lunch and Learns
 - Set and assign tasks

Discussed Lunch and Learns – Bev has David Linville, tentatively, to do an employee handbook for January. Nicole mentioned that possibly we need to do scattered times as there was not a consensus on day of week or time of day. Thoughts about a \$25.00 fee for non-members for materials. No actual meal included. Will set time and details at October meeting.

- Third Thursdays
 - Set and assign tasks

Julie was not sure what duties are whose. Nicole asked if we were ready for October launch. Bev feels it is fine. Julie will contact Michelle to coordinate on workplan. Bev will get a flyer developed for the FallFest vendors.

- Committee Recruitment
 - Set and assign tasks

Tied in with Membership and Retention – Both workplans were discussed at once.

- Membership Retention and Growth
 - Set and assign tasks

Extremely important we get out and thank our current members, get feedback and solicit new members. Also at the same time we need to do committee recruitment. Will also have possibly 3 board positions to fill next July. Will go before the board at the next meeting to try to start scheduling board members availability each month for visits with Bev. Also discussed photos at FallFest and thanking our sponsors for events. Nicole asked about a Telegram ad which a ¼ page could cost as much as \$500.00. Bev does have someone taking photos.

Adjournment

Meeting adjourned at 6:40pm.