Meeting Minutes – WTNA Oyster Roast Planning December Meeting

Location: Susan Cale's house

Date: December 2nd, 2019

Time: 7pm

Attendance

Jarret Nicholson	Kim Hall	Suzanne Cale
Mike Turner	Mike Hilfer	Gail Thomas
Petar Lemajic	Carmen	Alston Middleton

Agenda

AGENDA
Intro (2 - 5 minutes)

Committee review and update (45 minutes)

Committee Breakouts (5 - 10 minutes)

Close (1 minute)

Actions items from 12/2 meeting at Susan Cale's house

1) Oyster Roast Committee to provide feedback on LG contract by EOD 12/4 to Petar. Petar and Amanda to take to LG later in week. See questions asked in meeting below:
    1. What is a House Man?
    2. Why do we have 6 bartendars + 1 head bartendar over last year when we had 4?
    3. Don't the foodtrucks compete with the Oyster Roast vendor?
    4. Can we ask the food trucks not to sell water as it will compete with WTNA margins on bottled water?
    5. Does LG get a kickback from the food trucks?
2) Petar to call/contract with/Snyders for linens by table size. See breakout from Gale. UPDATE Gail secured the contract on 12/3. Will confirm sign by 12/14
3) Petar to set drink sale price at $4 for Stella/Import beers and Wine; $3 domestic beers; $1 water
4) Petar to validate whether food trucks compete with Jamie W. food catering

5) Petar to validate food price per person with Jamie W.

6) Petar to add wording to social media web articulating cap of 550 for Oyster Roast. Printed on fliers?

7) Follow up with Col. Cardon Crawford on Citadel participation of cadets as they might not be back from break until after Jan 12th. If they are not back Susan Cole has a lead on CofC volunteers.

8) Petar to confirm with Compost Rangers – Sarah compostrangers@gmail.com 843-410-9527. Pricing prices of compostable cups, plates, forks, spoons, knives, and bowls. For 500 of each item above, the approximate total would be: $231.41. For 1000 of each item above, the approximate total would be: $462.82 There is also a $75 fee for on-site waste management and hauling of all compostables to the Bee's Ferry Compost Facility.

9) Petar to Contact the next names on list provided by Beatrice / Gail for Silent Auction by 12/5

10) Petar to coordinate / confirm who is getting the cups, water, poured water, etc..

Notes

- Thank you Susan Cale for hosting the Oyester Roast Planning meeting for December
- Committees will meet as needed, communicate by email, phone, other means
- Requests for funding will be submitted to the WTNA board and approved/paid as appropriate.
- Final Oyster Roast Planning meeting will be a dry run rehersal at LG on 1/5 at noon onsite. More details to come.
- In pursuit of her committee role for Drinks, Kim Hall had secured 7 voluteers, purchased their entry ticket, setup a bond to insure, negotiated pricing on wine and security coverage for the venue. The penidng contract with LG, which was introduced by Petar / Amanda after the aforementioned effort by Kim, essentially covers all these points.

Action Items from 11/4

- ✓ **Amanda/Petar -**
    1. **Kim Hall - ..** when you meet with the Grove people for the contract a reminder that we need 2 bartenders and ice for the event. It would be good if we could store the booze ahead of time there instead of at our homes, it would be good to ask.. by Nov 15
    2. Amanda / Petar to Negotiate LG overall contract, service charge, etc. by Nov 15
    3. Kim Hall to provide an estimate from Total Wine to Petar and Amanda by Nov 12
- ✓ Petar to discuss with Jamie - Carmen would like to stress to the food vendor to keep the food covered. (Jamie Westendorf). By Nov 22

11) Petar to contact the Citadel (Jeff Davis/Col. Cardon) about Citadel cadet involvement in Setup/Breakdown, other roles for OY by Nov 22

- ✓ OY Committees to relay to volunteers regarding free ticket (single adminssion) for 2 hours of work.
- ✓ Petar to use purchase request for a couple rope games and/or use of personal corn hole games. By Dec 31
- ✓ Jarett to ensure we have a staffed table for ID check for 2 shifts, 1 person. By Nov 15
- ✓ Jarett to schedule a dry run with committees. This was orignally articulated by Jarett for his committee, but I feel like any representation from other committees would be good to ensure familiarity with the plan. This would occur the week prior to the OY event, onsite at LG. We would go over role execution and logistics for the OY event.
    1. Jarett / Petar to get commitment from LG on 1 hour access to LG for approximately 15 people max. Areas required: Front Gate, open lawn and south entrance to covered dining facility. Access would be ideal on Jan 5, but could occur anytime between Jan 5 – Jan 11 for 1 hour max.
- ✓ [done] OY Committees to finish registering volunteers to SignUp Genious so we can publish the signup on social media by Nov 11. I believe this is done per the emails I have seen. Link to publish: https://www.signupgenius.com/go/8050f4eacaf29a0f94-wtna
- ✓ Carmen to take the committee's decision to offer $1,000 to the Band + 2 tickets/each for a total of 14 tickets. Carmen to reply to Petat at majic1389@gmail.com with the Band's response by Nov 15.
- ✓ Committees: **Ticket Sales** – Jarret; **Drinks** – Suzan/Kim; **Advertisement** – Mike; **Silent Auction** – Jennifer (Petar to confirm); **Wrap Around** – Petar
- ✓ Petar to follow up on Contract negotiation (Service charges, expense, etc.) with Lowndes Grove / Snyder rentals by 10/19
- ✓ Gail to follow up with Marshall by 10/19

- ✓ All committees leads will provide a short status in the 10/21 WTNA meeting
- ✓ Mike Hilfer will provide a purchase expense template for the planning committees by 10/12.