Meeting Minutes – WTNA Oyster Roast Planning November Meeting

Location: Susan Cale's house

Date: November 4th, 2019

Time: 7pm

Attendance

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

Agenda

AGENDA
Intro (2 - 5 minutes)

Committee review and update (45 minutes)

Committee Breakouts (5 - 10 minutes)

Close (1 minute)

Hello,

It's time for our WTNA Oyster Roast November meeting!

We'll review committee progress and take note of any actions.

Let's meet at the Workshop.

See you at 7pm on Monday.

Regards,

Petar Lemajic

Actions items from 11/4 meeting at Susan Cale's house

- **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
- 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.

Notes

- Thank you Susan Cale for hosting the Oyester Roast Planning meeting for November
- 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.
- Next Oyster Roast Planning recurring monthly meeting is 12/2, 1/6 (onsite at LG?)

Action Items from 10/7/19

- ✓ 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.