Meeting Minutes – WTNA Oyster Roast Kickoff

Location: The Workshop 1503 King St

Date: October 7th, 2019

Time: 7pm

Attendance

Jarret Nicholson	Kim Hall	Suzanne Kale
Mike Turner	?	Gail Thomas
Petar Lemajic		

Agenda

Welcome, introductions, meet your neighbors, and review the meeting agenda (2 - 5 minutes)

Overview of your project, cause, or group, with a focus on it's mission, goal, origin story ("why"), and how it impacts the guests you invited [what's in it for them?] (10 minutes)

Review support Oyster Roast Project Binder from Gail (5 - 15 minutes)

Emphasize and discuss key learnings, findings, next steps, and/or action plan - what are you suggesting people do or think about next? (2-5 minutes)

Breakout into small groups for reflection, discussion, or brainstorming [depending on the size of your event this may or may not make sense for your event] (5 - 10 minutes)

Make sure audience is clear about important meeting themes, takeaways, reporting status and next steps (5 - 10 minutes)

Communicate venue/forum for next meeting (time, place, format) and have your neighbors sign up for it [mark their calendars, etc.] (2 - 3 minutes)

Thank everyone for coming (1 minute)

Action Items

1. Committees: **Ticket Sales** – Jarret; **Drinks** – Suzan/Kim; **Advertisement** – Mike; **Silent Auction** – Jennifer (Petar to confirm); **Wrap Around** – Petar
2. Petar to follow up on Contract negotiation (Service charges, expense, etc.) with Lowndes Grove / Snyder rentals by 10/19

3. Gail to follow up with Marshall by 10/19
4. All committees leads will provide a short status in the 10/21 WTNA meeting
5. ? will provide a purchase expense template for the planning committees by 10/12.

Notes

- 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 11/4, 12/2, 1/6