

FINAL Minutes, Development Committee August 20, 2013

Present voting members: Allen Levy, Bob Kerns, Nancy Stearns, Libbie Jae

Absent voting members: Evelyn Bless, Craig Nowicke, John Miley

Nonvoting members present: Adrienne Hutelmyer, Paul Berg, Ellia Sliwiak, Todd Dunkle, Pat Keeley

Chair: Todd, Minutes: Libbie

Called to order 3:05 p.m. Quorum is present

Accept July minutes: Nancy made a motion (Bob seconded) to accept the minutes from the July Development Meeting.

Budget goals development items: Paul reports that we are well on our way to exceeding our line items in membership (individual and corporate memberships). Also the same in tuition assistance.

However, we need help with:

Sponsorships – need leads. Just got “Med-Express” as a sponsor. Nancy tells us Peter at Newsome Eye has voiced an interest in sponsorship.

Grants – way down b/c we’d budgeted for state grant - \$25,000 and it got cut when the state budget was cut.

First Chair series – needs help. Have sold \$250 in First Chairs – or 1 chair total. Need to sell 6 more First Chairs in order to meet budget.

Nancy - Can First Chairs be reserved chairs? Paul says tried – and difficult.

Adrienne – Idea for additional chairs: Community based events –Could pass the basket and ask for a donation for a First Chair dedicated to the cast of whomever is playing – i.e. “Hair spray.”

“Friendship Breakfast” - internal phrase (“Breakfast in the Center”) Reports:

- **Video.** Paul says video is being worked on by Craig N., gathering quite a lot of promotional footage. Also working on a video for classes, exhibits etc. It’s something we would not be able to afford without Craig’s time.
- **Invitations** – Nancy – *Save the Date* will go out as an invitation. Nancy wants just a post card sent out as a *Save the Date*, followed up by a formal invitation. Last week of Sept. send out actual invitation with a request for an RSVP – by Oct. 7th.

Cost of a Save the Date - \$70 for just print setup and \$136 for the post cards.
– no cost of work hours either.

So, send the invitations out the last week of September OR Todd will do a digital Save the Date and send to everyone who has submitted names. Save the Date can be sent out electronically by the “inviter” by Sept. 1st.

We have 90 names – so far. We want 72 shows.

Motion: “Send out a digital Save the Date to inviters, who will send it to their invitees, and later the formal invitation. Passed unanimously.

Action item: Todd to prepare and send out Save the Date, w list of invitees, to inviters.

- **Decorations** – Ellia - \$50-\$60 flower budget – w/ paper napkins, plates, glasses & coffee mugs – we have. Will use standard black tablecloths. Will set-up the night before. She’s asked Rob to “Save the Date” for set-up purposes.
Note: Ellia’s subcommittee minutes for FriendRaiser Setup/Decorations committee are appended to these minutes.
- **Food** - Allen. Brunchies came in with the lowest bid – under \$5/person total \$350. Food will include: 2 trays of meats/ 2 trays of veggies/ fruit cornucopia/ tray of muffins/ breads. Self-serve for guests.
- One ambassador at each table – being a board member. Need to confirm presence of each board member. Xtra tables if any can be chaired by staff/volunteers.
- Should volunteers be in lobby to give tours, answer questions? Yes.
- **Follow-up** – Thank you (Todd), inquiry from inviter, next issue *Centerpieces*, Membership etc. in 2014

Corporate memberships/ sponsorships – have had new corporate memberships but not done much with corporate sponsorships. Rather than becoming a member, sponsorship means getting your logo in guide, website, programs & banners for show. Different sponsors for different events.

Need one for Christmas with Emile Pandolfi, Dec. 6 at 8 pm. Very imp’t to try to meet expenses. Look for 5K, at least \$2500 sponsor. Title sponsorship and presenting sponsors available. Advanced tix: \$20-\$26

Arts in the Park – March 22-23-24. Put on your radar
Motion made to adjourn – by Todd, seconded by Allen. 4:07 pm

Next meeting: in 3 weeks, 9/8, 3 pm.

**CARROLLWOOD CULTURAL CENTER
“FRIEND RAISER” October 18, 2013 – 8AM to 9AM
DECORATIONS / SET-UP COMMITTEE MEETING, 8/6/13**

**Attendees: Todd Dunkle, Terry La Rosa, Edna Parker, Ellia Sliwiak
Absent: Dee Lehner, Allen Levy**

Open Discussion started @ 1:30PM:

Todd Dunkle discussed what the committee will be able to spend on flowers and it will be between \$50 - \$60 for the 10 tables, flowers for the lobby, also. He mentioned that the invitations should be going out next week, as soon as he gets a complete list.

The committee members, Edna Parker, and Todd Dunkle will purchase the flowers with a CCC discount card (Sam's, etc). Dee Lehner was not present but donated 10 clear glass vases for the flowers. They are just the right height and will work well on the tables. The vases are not too high. Nancy Stearns also mentioned to me last week that she has green vases and we could use them. But, Dee purchased and donated the vases for the event in October and we stored the vases in the Art Room supply room until the event. Terry LaRosa will check on the napkins for the tables, if the cloth napkins are expensive, we may use the better paper napkins. The committee checked the plates, glasses again to make sure we had enough for 10 tables and we have enough. A couple of days before the event we will wash the dishes, glasses, etc. Then the day before, we will arrange the flowers for the tables. After the event we will clear the tables, etc.

Regarding the silverware, Todd Dunkle said that he would purchase the silverware at Ikea's. He said that they are very reasonable and will do just fine for the setup and we will be able to use them for future events.

As for the lobby, we will remove a few items from the lobby to focus on the event. I checked with Adrienne and she said that she would do the “Welcome sign” for the lobby where we plan to place the flowers, etc.

Adjourned: 2:10PM

**Ellia Sliwiak, Chairperson
August 6, 2013**