

LINCOLN SPRING FLING, INC.
BOARD MEETING AND EVENT STEERING COMMITTEE MEETING
September 8, 2013 01:00 p.m. at The Anderson Library

As approved on October 13, 2013

Tom B. called meeting to order at 1306 hrs.

Board Members present: Neil L., Paul R., Tom B., Carole Mc., Jim K. arrived at 1312, Fritz Mc., arrived at 1327.

Board Members absent: Steve H. out for medical reasons, Vickie P. reported she will be out of town.

Present: Benjamin A., Georgian L., Carl W., Steve B.

Absences: Dale R. sent Paul R. an email 9/8/13 stating he would not be able to attend. Bonnie H. said she would be out of town.

Neil L. moved and Carole McC. seconded to approve the minutes without any corrections. Motion carried unanimously.

Treasurer's Report: Neal presented a written report for June 1, 2013 through August 31, 2013.

Beginning balance was \$4977.81 and ending balance was \$4,664.50. Most significant expense was the \$250 deposit paid to the Lancaster Event Center and \$64.51 for three months of web hosting. Income reported was \$1.20 for interest on the bank account.

Neil requested we hold \$4,000 from any expenditure other than the expenses directly related to speaker travel.

--Paul R. moved, Carole seconded to accept the June, July & August Treasurer's Report as presented. Motion carried unanimously.

--Paul R. moved, Steve B. seconded, to earmark \$4,000 solely for the speaker travel expenses. Motion carried unanimously.

Paul compiled 27 years of finance reports into an Excel spreadsheet. There were numerous errors some serious in almost every year. He discovered there has not been any policy of how finance reports should be written. Throughout the years there are significant differences in how each Treasurer wrote them. Some treasurer's changed how they did it several years in a row. Paul recommends there be a standardized finance report that is sent out every month to the Steering Committee with the Advance copy of the previous month's minutes. This would allow the committee to review it before the meeting to be approved.

Paul sent the spreadsheet with the 27 years of information and a summary of his findings and recommendations to the Steering Committee members on 9/6/13.

After lengthy discussion it was decided that Neil and Tom would write up proposed amendments to the By-Laws that outline the reporting and record keeping and procedures for the LSF event as the By-Laws only outline the corporation not the event. As the history of finance reporting often showed beginning balances different than the previous reports ending balance (presumably due to transactions that occurred in off months when the committee was not meeting), it was the general consensus that there be monthly reports even in months the Steering Committee or Board does not meet. Paul stated he did not believe there needs to be a "committee" finance report separate from the "corporate" finance

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report until such time we are producing multiple events as the corporate report would automatically show the event information anyway.

Secretary's Report: Paul reported

1. Notice of this meeting was sent out on 8/20/13, 9/1/95 & 9/7/13 via email.
2. The Articles of Incorporation were not filed with the Secretary of State because they had to be re-written (see attached copy) with the paragraphs outlining what empowers us to make changes and who is authorized and how. Therefore new signatures were necessary.
3. The Amended Biennial Report will be filed with the Secretary of State with the articles. For the fifth time Paul went to the Secretary of State's office and was given different information about how to correct the Biennial report filed by Rick A. in March of 2013. Now he's been advised to file "Articles of Correction" instead of the "Amendment/Correction to Biennial Reports" form. The reason given for this was we are a non-profit corporation and the amendment form is intended for for-profit businesses. This was entirely different from what he was advised by staff in the Secretary's office the previous times. Paul has written the new document and will file it with the new articles.
4. The Secretarial Documentation given to me by Sandra has been gone through and organized. Sandra turned over Minutes from April 1993 through May 5, 2013 and Finance reports from 1992-1994, 1996-2010, 2013. He is missing 1985 and before and 1995. It's almost ready for scanning to create a permanent record accessible by any of us any time.
5. On August 29, Bonny H. gave Paul the notebook of records that she got from Neil who got it from Rick. Those minutes and finance reports were merged into the others.

The question was raised if the minutes were available on our website. Paul reported currently we only post our Articles and By-Laws. After discussion there was a general consensus to only post minutes starting from 5/19/13. It was felt that because this is when the Board and Steering Committee started with a clean slate that was the best time to begin. This would demonstrate transparency for anyone interested.

--Carole moved, George seconded, to begin posting the Board/Steering Committee minutes, starting in 5/19/13, on the website. Motion carried unanimously.

Entertainment Committee Report: George reported she would like to chair the committee.

--Paul R. moved, Neil L., seconded to appoint George Chair of the Entertainment Committee. Motion carried unanimously.

Paul R. said he would make sure George was added to the Steering Committee list.

There was discussion about charging for the Ice Cream Social. Paul reported in the early days the LSF charged \$1 for each dish but that was over 25 years ago.

--Paul R. moved and Neil L. seconded to charge \$3 "all-you-can-eat" at the Ice Cream Social Thursday night for anyone at the event even people with paid registrations. Motion carried unanimously.

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Marketing Committee Report: Paul reported he has started a marketing plan primarily focusing on the 8 states surrounding the state of Nebraska. He has included the central offices around the country, Area Annual meetings around the U.S. and some big events. It was recommended we add those home towns where our speakers are from.

Carole & Fritz distributed the 50 copies of the Recruitment flyer and the 500 copies of the promotional flyer at Cornhusker Roundup in August. Paul reported approximately 100 new visits to the website in the week following the Roundup. He had not broken out how many of those visits were him working on the site as the record does not specify by quantity "New" visitors. He estimated about 75-80 new people visited our site most likely attributed to the fliers distributed at the Roundup.

George left the meeting at 1402 hours.

Benjamin A. indicated he is interested in chairing the Marketing Committee.

--Carole moved and Neil L. seconded to appoint Benjamin A. as Chair of the Marketing Committee. Motion carried unanimously.

Paul reported he would get the work he's done so far and reference materials to Benjamin.

Hospitality Committee Report: Carole McC. reported she was interested in chairing the committee.

--Paul R. moved and Neil L. seconded to appoint Carole McC. Chair of the Hospitality Committee. Motion carried unanimously.

Paul confirmed with Julie at LEC we have to purchase the tea & lemonade from them.

Speaker's Committee Report: Dale sent an email 9/8/13 he will not be attending. Two new Speaker Committee members were present: Carl W. and Steve B. reported they have been working on the 2015 slate of speakers. It was requested the committee send out a list of links or files so the Steering Committee could hear the speakers before approving the list. Two confirmed speakers on the proposed list were Chris and Meyers R. and Carrie C (possibly from New Jersey). Neil requested the strongly consider a male Alanon because we more commonly book women and he wanted us to be more balanced.

Fritz asked if the speakers were flying into Lincoln or Omaha as tickets are usually cheaper going into Omaha. Steve and Carl said they were letting the speakers make the decision based on what worked best for them. Several Steering Committee members confirmed this is how it's been handled in the past.

Fritz reported that Dick and Peggy Martin are the contacts for the Cornhusker Round Up. George says she attends the same meeting as them once a week and sees them all the time. Fritz also stated the reported attendance at Cornhusker Round Up was 1800 in 2012 and 2464 in 2013. He hoped this is a trend that would also relate to LSF.

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Steve asked to change the hotel arrangements for speaker John K. from Thursday, Friday and Saturday nights to Wednesday, Thursday and Friday. The reason for this is John is speaking on Thursday and we wanted him to be rested and focused and not just getting off the plane. Also he has to leave Lincoln Saturday. Paul said he would make the adjustments to the rooms with Staybridge.

Pending is the plan for hosting the speakers and chairing the meetings.

Logistics Committee Report: Paul R. reported

1. He is still developing a schedule of duties and volunteers needed for load in/out and the duration of the event.
2. Paul confirmed with the Lancaster Event Center (LEC) they have easels for the posters. Adequate power exists or can be supplied in the food room for hospitality. If by chance we need more power they can drop a line for about \$80 if we need it. They do not have a marker board. The deposit was paid when the contract was turned in. We are required to have insurance.
3. Paul contacted Ed Packard with Unico Insurance. They provide event insurance and one of a couple who do. He said we don't need to obtain it until a month or two before the event. It will cost \$75 to \$200. He believes it will be on the lower end. Paul paid \$75 for event liability insurance for Project Homeless Connect which had about 650-700 people and ran two days with load-in, event day and load-out. . Annual insurance for multiple events would be \$500-750.
4. LEC contract status: The contract has been signed by Tom and delivered with the \$250 deposit. There was some confusion between LEC and LSF about dates. They thought our event was 4-6 (Fri-Sun) with set-up Thu. After correcting it to 3-5 the price changed to make the Thursday full price and drop the Sun charge. So the total rent will be \$3,375 vs. \$2,825. LEC does not have marker boards for the workshops but we should be able to do power point or rent one. The water at \$5 per gallon is not an issue for the coffee. LEC does not have pipe and drape. We'll try to work something out about swapping the stage for the audio tech.

Neil L. stated we should seriously consider enough pipe and drape behind registration to cut down on the visual distraction of people coming in and out of the building.

5. Paul R. Reported that Midwest Tent & Events fee for Pipe & Drape is \$10 for a 10' section 8' high or \$7.50 for a 10' section 3' high. Easels are either \$5 or \$7 each. A 3'x4' marker board w/o easel is \$7.50. There is a \$50 pick-up/deliver fee or we can pick it up ourselves and return it. The prices do not include set-up.
6. Staybridge Hotel: is confirmed for the 4 speaker's rooms. The confirmation was delivered 8/22/13. They provided us with a GROUP CODE: "LSF or 2014 Lincoln Spring Fling" so anyone wanting the special LFS rate can use it on their website or over the phone when making reservations. Paul put a link on the website with the Group Code.

Paul R. asked for guidance from the Steering Committee about what he can offer to the Cathedral Campers or Triangle Campers groups. Paul reported he has been in contact with Todd who lives in Omaha and is on their committee. He was very open to the idea and stated their attendance had been dropping over the last couple years and thought this could be away of increasing their attendance. Paul

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stated that with the \$25 per night camping fee and the \$20 admission at LSF this would be by far the most expensive camping weekend on their schedule. They do not have the funds to pay for rent of facilities and such. After discussion it was decided that they could utilize the Expo Hall during those times (morning and early afternoon) that LSF is not using it at no-charge. It was expressed there needs to be ample time for LSF to set up for our next event. The general consensus was this is a great idea to join with the campers groups. Paul reported he has not heard back from the Triangle Campers group yet.

Steve B. and Carl W. left the meeting at 1450 hrs.

Volunteer Committee Report: Bonnie was out of town and there was no report.

Registration Committee Report: Vickie was out of town and there was no report. Pending: Vickie was going to meet up with Nancy to obtain all the registration records.

Paul reported the website hosting fees of 20.99 include the upgrades for online registration and receiving payments online. We upgraded the capacity of the website to have unlimited pages and significant increase in storage. There would be additional fees of 30 cents and .098 percent interest per transaction and those charges are cheaper than what our bank offers.

Neal moved and Fritz McC. seconded to approve "On-Line" registration and utilizing the website host's, Intuit/Homestead, credit card services. Motion carried unanimously.

Neil brought up whether or not we were going to use the same company for POS (point of sale) during the event. Tom said we need to table the discussion because we were running out of time in this meeting.

Benjamin left the meeting at 1505 hrs.

CO-Chair tabled for September was not discussed.

Carole McC. moved and Fritz McC. seconded to adjourn, motion carried unanimously at 1510 hrs.

Next meeting date is October 13, 2013 at Anderson Library.

Respectfully submitted by Paul Ramirez, Secretary.