

LINCOLN SPRING FLING, INC.
BOARD MEETING AND EVENT STEERING COMMITTEE MEETING
March 9, 2014 01:00 p.m. at The Anderson Library

As approved on May 10, 2014

Tom B. called meeting to order at 1306 hrs.

Board Members present: Tom B., Jim K., Steve H., Vickie P., Paul R., Neil L.,
Board Members absent: Fritz Mc., Carole Mc.
Steering Comm. Chairs Present: Bonnie H., Vickie P., Paul R.
Steering Comm. Chairs Absent: Dale R., George L., Carole Mc.,
Others Present: Jennifer R., Carl W.

--Neil L. moved and Vicki P. seconded to approve the minutes as presented. Motion carried unanimously.

Treasurer's Report: Neal presented his monthly Treasurer's report for February 2014. The beginning balance was \$3,073.58 and ending balance was \$3,265.82. Most significant income was \$442 in preregistrations. He indicated there was still approximately \$90 in the PayPal account that needs to be transferred into the LSF checking account. The only expense was a \$300 deposit for the band which is 50% of their contract.

Neil reported historically LSF had paid the speakers their honorarium of \$50 in cash. He would like to give it to them in the form of a check to minimize the amount of cash he would have to have and to have a record and receipt for them receiving it.

--Paul R. moved and Bonnie H. seconded to approve paying the speakers honorarium in the form of a check and if they needed it cashed we could do that on-site. Tom B., Jim K., Vicki P., Neil L., Steve H., Bonnie H. voted against. Paul R., Jennifer R., voted for. George L. abstained. Motion failed.

--Bonnie H. moved and Jim K. seconded to pay the speakers honorarium in cash. Tom B., Jim K., Vicki P., Neil L., Steve H., Bonnie H. voted for. Paul R., Jennifer R., voted against. George L. abstained. Motion passed.

Neil asked all the committee chairs that need cash to start sales for Registration, Flash Drives, Dance, Ice Cream, to let him know how much cash and in what denominations and on what days they will need it.

Carl W. joined the meeting at 1330 hrs.

--Paul R. moved and Steve H. seconded to approve the finance report as presented. Motion carried unanimously.

Secretary's Report: Paul R. reported that the LSF email contacts have quadrupled since registration began. He estimates there will 300-400 by the end of the event. This will make promoting the event in the future much easier and more effective. It will also aid us in recruiting volunteers.

Registration Committee Report: Vickie reported she has had no problems getting more volunteers.

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Paul said he will make up the forms for registration at the door. He will not make receipts. If the attendee wants one, we can issue it electronically. PayPal sends one automatically if they pay with a card. Their badge is a receipt if they pay in cash and their cancelled check is a receipt of that's how they pay.

Tom B. suggested two separate lines, one for "preregistered" and one for registration at the door.

Vicki P. reports the registration hours will be as follows: Thursday 5p-10p, Friday 10a-10p, and Saturday 10a-10p.

Speaker's Committee Report: Carl W. reported two speakers had to drop out for 2015 (Chris and Myers).

Neil confirmed LSF will pay for the speakers' dinner on Friday night.

There are several possible locations for the dinner; Mistys, Isles, LaPaloma. Jim will see what price he can negotiate. It was suggested to make sure fish is available on the menu because it's Lent.

Volunteer Committee Report: Bonnie reported that Dawn S. is in charge of setting up the Greeters. She asked her to have them there one hour before speakers and one hour before workshops. Bonnie will check with her on Monday to confirm she has them all lined up, unless she hears from her before Sunday.

George has asked for volunteers to help with Ice Cream Social. Bonnie has covered 9-10pm with Neil L/Pat and Amy L and Russ F. She will cover 10-11pm with Jeff and Princella. Bonnie has not gotten anyone for 11 to 12 am.

George has also asked for help with the dance. Bonnie and Steve H. will help cover 10-11pm. She is still looking for help from 11-12am and 12-1am.

Paul has requested help finding volunteers for Thursday 11am to 12pm at the Meeting Place to help load supplies and from 3-5pm (Steve H will be there to help, where needed) for help set up Audio and Misc set up.

Hospitality Committee Report: Carole McC. asked if it would be alright with the committee that there is no food from 10p – midnight. It was the consensus that was alright.

All hospitality times have been filled, with the exception of the late night 9:30 to Midnight times. I feel this will be no big problem as we have volunteers to help keep rolls, cookies etc., available for anyone who would like to snack. Valley Hope at O'Neil said they may have someone to be there on Saturday eve. I have not heard from my contact person, as of this date, but I will be in touch with her within the next two weeks.

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I have estimates on paper products and will be getting these bought with the money I have collected from groups and personal donations. To date I have collected \$349.00 and another group said they may donate after they buy what they need and get scholarships.

I will turn in all moneys to date so that we will have a cash flow record and will get a check from Neil when I am ready to purchase paper products.

The following is the record of groups that will sponsor the hospitality room and the times they will be there:

Thursday April 3,	4:30-7:30 PM	Early Birds
Friday April 4.	9:30-10:30AM	2-Fers
Friday April 4.	2:30-7:30PM	Early Birds, Dist.32&How it Works
Saturday April 5.	8-10AM	Women's Circle of Friends & Lady's Morning Reflection Valley Hope of O'Neil
Saturday April 5.	10AM-12:30PM	Principles before Personalities 2-Fers & Life Preservers Valley Hope of O'Neil
Saturday April 5.	4PM-7:30PM	Independence Center Alumni Dist. 32 & Valley Hope of O'Neil

We have permission to use large 2 coffee pots and 3 large thermoses for coffee from the Cornhusker Campout Committee.

Marketing Committee Report: Paul R. asked the committee to approve a special "Conference Price" for 2015 registration of \$15. (\$15 in 15). The consensus approved the promotional price. Paul will create a special registration form.

Website:

1. There is a daily countdown on the home page.
2. The Registration link is working very smoothly. There is one thing to tweak for next year. The badge name remarks area is difficult to find for some folks. I will make this more obvious for 2015.
3. During the last week I will post a note on the home page to register at the door or online (online registrations are known instantly whereas mail takes days).

Facebook:

1. A Facebook Event Page was created on my personal FB page and sent out please forward it to all of your Bill W. friends.
2. I will do a final push of FB event page on Wednesday.
3. Final week I will post a note to register at the door or online.
4. The LSF FB page is up to date.

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The LSF event is currently being promoted on the calendars of the Lancaster Event Center & Lincoln Convention and Visitor's Bureau and www.aagrapevine.org.

A bulk email was sent out to more than 75 unregistered contacts with the registration form and link for online registration. We got back 4-5 from that email.

I have set up a method to track where all the registrations come from. This will help us with determining which methods work best and which methods we need to improve or drop. Next year it will be even easier to track them.

The key to our marketing success for 2015 will be to capture as many email addresses as possible. This is the most efficient and cost effective way to promote the event.

Recommendations for 2014:

At the event we should offer a special offer "THIS WEEKEND ONLY" Register for 2015 now for \$15 and save \$2-5 and be entered in a drawing to win a free Flash drive with the weekends MP3 recording of the speakers and workshops.

Steering Committee:

We ALL need to get to the meetings we committed to and really do a hard drive to get folks registered., especially, the out of town meetings.

I will develop a special form for onsite registration a quick: Name, Email, Program, Badge Name form. This will help the registration folks for quicker printing of the badges and I will create the LOGO design competition form and rules by next week and get it sent out for feedback, if it isn't ready by the 3/9/14 Steering Committee meeting.

Entertainment Committee Report: George said she needs 3 volunteers for help with the Ice Cream Social.

There was discussion about who would be responsible for making writing up the announcements and other items that are need during the opening of each event on the main stage. Paul said he has the old book and would go through it and update it to 2014.

Minutes from the Entertainment Committee Subcommittee Meeting: 3/2/14 1-2 pm at Village Inn on 29th and O Street.

Present: George, Zech, Jeff, Tom, Lindsay

Excused: Tyler, Adam

Called to Order at 1:20 pm

THURSDAY, APRIL 3

9:30 p.m. - 12:00 a.m. - Ice Cream Social - \$3 per person "all you can eat"

Budget. \$300 income = 100 people x \$3 each. Cost = \$146.

Music: George will ask Princella and Kyle to make a mix tape.

Approved On 5/10/14

Page 4 of 8

LINCOLN SPRING FLING, INC.
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George will purchase ice cream scoopers, plastic gloves before event. May possibly need to purchase spoons if it's cheaper than the UNL Dairy store.

George will buy ice cream from the UNL Dairy store closer to the event and try university discount and get reimbursed.

Volunteers: Two people serving ice cream plus one floater. George will contact Bonnie and see where she's at with volunteers. George will attempt to fill shifts as well.

Shifts:

9 p.m. - 10 p.m.: Jeff + _____ + _____

10 p.m. - 11 p.m.: Princella P. + _____ + _____

11 p. m. - 12 a.m.: _____ + _____ + _____

Note: *Only subcommittee members will handle money. George spoke to Neil regarding money collection.

FRIDAY, APRIL 4

9:30 p.m. - 12:00 a.m.: Game Night

Honor system, no checking registrations

Music: George will ask Princella and Kyle to make a mix tape. Request for 80s and reggae.

George will purchase cards, dice, poker chips.

Need one person at Game Night to be point man. _____ George will ask Steve B. to be this person.

Everyone needs to bring games for Zech to collect at the Sunday, March 30, 2014 @ 1pm-2pm meeting.

Bring games to subcommittee meeting for Zech to collect:

1. Risk
2. 1 set Dominos
3. 1 Deck of Uno cards.
4. 1 Deck Pinochle cards
- 5.
- 6.
- 7.

SATURDAY, APRIL 5

4:00 p.m. -7:30 p.m.- Open Mic

Emcee: George, Adam (George will use jokes from the Grapevine for fillers.)

Band sign-up: Jeff H. is contacting people to sign up for slots. Jeff will call the people who have confirmed and ask them to pick a time below.

Set up will happen on the speaker podium.

Confirmed: Bambi & Sara, Reni, Steve U., Patrick A., Dave J. +2 more

4-4:30: _____

4:30-5: _____

5-5:30: _____

5:30-6: _____

6-6:30: _____

6:30-7: _____

7-7:30: _____

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10:00 p.m. - 1 a.m. - Dance Saturday w/ Live Band (Non-Registered Attendee fee \$10)
Split Decision contract has been signed, check (1st payment) was mailed, and band has been registered.
George will contact Bonnie and see where she's at with volunteers. George will attempt to fill shifts as well.

Volunteers: Collecting money and checking registrations at the door

Shifts:

10-11: *Zech + *Jeff + _____

11-12: *George, *Adam + _____

12-1: *Tyler + Princella + _____

Note: *Only subcommittee members will handle money. George spoke to Neil regarding money collection.

Adjourned @ 1:59 p.m.

Next subcommittee meeting: Sunday, March 30, 2014 @ 1pm-2pm.
Spring Fling: April 3-5

1505 hrs Jim K. left the Steering Committee meeting.

1510 hrs Neil L. left the Steering Committee meeting.

Logistics Committee Report: Paul R. reported the following

Audio Recordings

1. Tom will be available to do all the recording for the event. Because of this we were able to cancel Star Tracker. There was no contract.
2. Tom will also provide CD's for the folks still living in the dark ages.
3. Tom purchased 200 flash drives for \$470. We will produce the CD's onsite as time permits. We will have folks pay an extra \$3 for shipping if necessary.
4. I have a draft of the consent and release form that I'm finishing up.
5. We will have a POS (point of sale) at the Ice Cream table, Audio recording sales table and at the registration table and at the door for the dance.

PAY PAL

Tom printed large Logo signs for PayPal/MC/Visa/Discover/Amex

We don't need receipt printers. Pay at the check-out stage asks if the purchaser wants a receipt. If they do they have the option of email or text. When they sign for the purchase on the phone keypad they enter the number/address and PayPal automatically sends one. We also capture their number or address for our contact list at the same time.

MEETING PLACE INVENTORY

1 – 4'x8' Plywood 12 Step sign

Approved On 5/10/14

Page 6 of 8

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- 1 – 4'x8' Plywood 12 Tradition Sign
- 1 – Framed picture of Bill W. (hanging on wall above the pulpit in the sanctuary)
- 1 – Framed picture of Dr. Bob (hanging on wall above the pulpit)
- 1 – Framed picture of the Big Book cover (sitting on floor next to the podium in the sanctuary)
- 1 – Framed picture of the 12 x 12 book (sitting on floor next to the podium in the sanctuary)
- 12 – Foam core posters of the 12 step sketches (sw corner storeroom of the sanctuary, key required)

Miscellaneous

I am still working on a date for the final walk through at LEC. I will email it out on Monday or Tuesday.

Recommend we take the 12 Step posters on poster board down to Kinkos and have them scanned. This will give us a digital copy in the event one is damaged or destroyed. We can then replace it. Also they are getting damaged just from normal wear and tear. If we have a digital copy we can also put them on our website.

Still need a few volunteers for load in. Bonnie is working on rounding some up.

LEC is going to do the pop sales and staff it themselves.

We can buy the sugar and cups and so forth ourselves wherever we want.

Tom purchased two LCD projectors personally to allow LSF use them at the event.

Tom purchased an electronic marker board that will tie into a computer then into the projector. This will allow the speakers to face the audience while making notes then it will be projected larger than a 4'x8' white board.

Load out: It planned that each committee will be responsible to clean up their own area and load out their own equipment and supplies. Saturday after the last speaker the Logistics team will strike the audio/video/sound system and all the items from the meeting place and the easels. Then load it all up. The Meeting Place items will be taken back in time for them to be up for the 60 minutes meeting on Sunday morning.

I have hundreds of fluorescent orange vinyl wrist bands that I can let the Entertainment committee use for the dance. They can band everyone who comes in only for the dance without a LSF registration badge. They have the name of another event but it can be blacked out without looking too cheesy.

New Business: None

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George L. moved and Jennifer R. seconded to adjourn, motion carried unanimously at 1521 hrs.

Next meeting date is April 13, 2014 at Anderson Library.

Respectfully submitted by Paul Ramirez, Secretary.