

LINCOLN SPRING FLING, INC.
BOARD MEETING AND EVENT STEERING COMMITTEE MEETING
February 8, 2015 01:00 p.m. at The Anderson Library

Approved on March 8, 2015

Tom B. called meeting to order at 1306 hrs.

Board Members present: Tom B., Fritz Mc., Carole Mc., Jim K., Vickie P., Paul R., Neil L.

Board Members absent: Steve H.

Steering Comm. Chairs Present: George L., Bonnie H., Carole Mc.C, Vickie P., Paul R., Joe E.

Steering Comm. Chairs Absent: Dale R., Sandy M., RoAnne K.

Others Present: Phill H., Dennis N., Carl W., Chris P.

Secretary's Report: Paul asked for a vote of approval for the December 2014 and January 2015 minutes.

Bonnie H. moved George L. seconded to approve the December 2014 and January 2015 minutes as presented.

Motion carried unanimously.

Paul reported he found out the event on the same weekend as 4/16/15 is the Area Corrections Committee. He will follow up with the committee to let them know about our event.

Paul sent out a request for all of the committees to update their contacts. Please let him know if it is ok or what changes are needed. Vickie reports she is not sure who is going to be on her committee. Bonnie did not realize I needed an "ok as is".

Paul reported about the board members and committee chairs who are vacating their positions because of term limits. He asked the committee for direction of when we want to address the elections for these positions. Neil suggested everyone have nominees by the next meeting. Paul asked if we want an ad-hoc nominations committee. Carl will participate on the Nominations Committee. Paul presented the following plan: He will develop an email blast to our data base outlining the positions and ask if anyone is interested to contact us, ask Steering Committee members who are interested in participation on the nominations committee. And ask every Steering Committee member to come up with at least one nominee.

Tom pointed out that we neglected to hold corporate officer elections and everyone just continued to serve in those offices. The by-laws don't specify the month in which elections are held only that the new officers take office at the May meeting. The chairs for the Steering Committee and sub committees are 2 year positions. Board positions are varied in term for the next couple years as we staggered the original eight in 2013 that way we would not have an entirely new board in four years. Otherwise the board of director terms are 4 year terms.

Paul took a poll and most people were leaning to having elections in April so the Directors, Officers and Chairs elect could be shadowing us at the 2015 LSF and then after we all give our wrap-up reports at the May meeting turn it over to the newly elected folks.

Paul raised the point that we don't have an "Archivist" or "Historian" position. Tom has transferred nearly 20 years of speaker cassette tapes to a digital format. We would like to upload those to the website. Last year Bill gave me verbal permission to do that but we need written permission as signed the rights away every year for the first 28 years. Presently Dicobe only has about 35 different speakers featured on their website. None of the other 115 speakers are listed as available. I can't imagine they would have any sales for any of these speakers previous to 2014. Once we get the written release from DICOBE we will post them. We have cups, pictures, and other memorabilia.

Paul asked for the committee to approve \$100 for a display case to show the memorabilia at the LSF event. It will be two 4' x 4' cases hinged in the middle so it will stand up freely on an 8' table. Bonnie suggested I get prices because many thought the plexiglass would be more expensive. Paul said he would get a quote and send it out for an online vote. Neil volunteered to donate wood and so did Carl.

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Paul sent the information for the speaker/committee dinner at HyVee on 84th & Holdrege. Paul asked if we want linens on the tables. George said no and the consensus was not to. Bonnie reported friends have had events at HyVee and they really loved it. The dinner will be set up buffet style. We eat as people come in, no waiting. There will be one person on staff to help with the line. We wanted to keep it under \$20. It will be right around \$21. No tip required. We will pay with one check from LSF. And I will collect the money from each attendee for Neil. The line is open from 4:30-6:30. But we won't get there until 4:45 and will all be gone by 6:15.

Paul moved we have the dinner at HyVee for \$21 per head, no linen, the plastic chinette and fancy plastic-ware, no tip required set up buffet style so everyone can get in and get out. Prime rib and chicken everyone gets a 4oz serving of each, plus sides and two types of dessert and drinks. We don't do any work just walk in and eat and walk out. Jim K. seconded the motion. Motion carried unanimously except for Chris's abstention.

Phill H. gave his contact information to Bonnie.

Al-Anon: Sandy M. was wondering if anyone has ideas about how to promote more Al-Anons at the LSF. She thought that last year we did not have that many (actual count was 40). Vickie stated she is impressed with the number of AFG that are signing up with the early bird special. A much greater number compared to the same time last year.

Fritz asked if we have anyone who is representing the Alateens to get the message out. Sandy said there is an Al-Anon at every Alateen meeting she will try to find out who those people are and talk to them. Tom asked if Sandy was working on the Craig the Al-Anon speaker. Carl said it's covered. And he does not need a host while he's here since he just moved to VA.

Volunteer Committee Report: Bonnie H. reported she received the Logistics Volunteer signup from Paul.

Speaker's Committee Report: Carl W. reported there are several hosts taken care of. They are working on getting the itineraries from the speakers. Neil said last year Dale got the info from the speakers and presented it to Neil for reimbursement. Carl is not sure who is on the committee anymore.

Carl did talk to Myers R. and he is lined up to speak in 2016.

Neil asked how many are lined up for 2016. Carl said the last he heard there were two. Dale spoke to them. Carl is unsure what the status is as Dale has not communicated that.

Bonnie asked if Kerry is the only female speaker this year. Carl pointed out there is also Karleen. Tom said we have six speakers and two are female (really we have 7 speakers total).

Treasurer's Report: Neal is holding minimum reserve of \$5,000 and then \$3,000 after all of the speakers are reimbursed for their initial travel expenses.

Neil reports what the registrations status is as of January 14th. The forms went out in November of 2013 and as of 1/14/14 we had 13 mailed in and no PayPal. This year we have 9 handed in and 8 PayPal. Paul pointed out there were 20 pre-registrations at the event last year. Neil didn't count those as we did not do that the previous year so he couldn't compare them.

Someone asked if there is a PayPal receipt at the time of registering online. Neil said no. Vickie will give them a receipt. Paul pointed out that PayPal does email a receipt to all persons who buy online.

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Neil reports we finally got the money off of PayPal from the end of January. \$5,854.93 is the current checkbook balance.

No motion was made to approve the finance report.

Neil reported on the credit card information. He doesn't know where to go with this. He would like written policies before we apply for a card. Westgate is going through some changes. They don't offer credit cards themselves they are currently using NBC.

Paul said he is the one who brought up the concept of having a corporate card. He is willing to write up the policies, what to use it on, who can use it, who will hold it, etc. Neil stated he prefers to use Union Bank because they are local. Tom also pointed out we could get a debit card instead of a credit card. Carl asked if we would still get the "miles" reward from the airlines. Tom pointed out that at the last meeting George said only the ticket holder gets the miles.

Paul moved to table the discussion of a credit card, Neil seconded, motion carried unanimously.

Registration Committee Report: Vickie P. reported she got all of the volunteer sign ups out so she is starting to sign up volunteers. She has loose leaf notebooks for the General Registrations and it will have their name, AA or Al-Anon, and total payment. Then she has one for Scholarships. They are numbered so hopefully it will be easier to keep track of counts. She asked the committee members to take her volunteer sign-up sheets to their meetings.

Jim talked to Ernie about how he did the name tags. He said he just used Word. Badges will be numbered so we can keep up with Vickie's counts. Committee badges will be one color, volunteers will be another color, pre-registered will probably be white, and the walk-ins will not have a preprinted name.

Paul moved to have Jim and Joe determine the badge color, design and layout. Vickie seconded it. Motion carried unanimously with one abstention (Jim K.).

Sandy left at 1410 hours.

Paul asked if Vickie wants the volunteer from Lincoln Convention and Visitor's Bureau. She said no she wants our people doing registration.

Marketing Committee Report: Joe E. reported that they are printing another 500 yellow ones. There are 6 posters left if anyone needs more.

The poll for the logo was a tie. Option "A" got 1 vote, option "B" got 6 votes and option "C" got 6 votes. I'm not sure how to proceed. Paul asked who he sent it out to. Joe said Neil's list. Paul pointed out that Neil's list is only a fraction of the entire Steering Committee. Vickie, Bonnie and Jim wanted to vote on the tie today. Joe indicated he preferred to get more input. Paul will get Joe the contact list for the entire Steering Committee. Jim recommended giving a deadline to vote online because of the window of time before the event. George thought the people present should break the tie. Paul pointed out that the vote only went to 10 out of 45 people if Joe used Neil's list. George will send out the poll as before and Paul will get the email list to Joe.

George looked into the University's print shop. The most expensive estimate out of three bids was \$490 and that is \$3.41 per cup. Joe suggested that the Marketing Committee make the decision on the cup.

Tom mentioned the website looks great. Tom pointed out that J.R. H's full name is used twice. Joe has raised the question twice and he is told that is what he wants. Tom said just because he wants it that way doesn't mean that's the way we should do it. Tom reports that GSO answered this question in Box 459. It was the consensus that

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we remove J.R.'s full last name from the internet but print it on his badge and on the flyers. Joe will change the website.

Entertainment Committee Report: George L. reported there is nothing new to report.

Tom said we have a professional sound guy to run the sound for the Open Mic. He's a part of the Logistics Committee.

Paul is still trying to get an answer from LEC about the popcorn maker. Jim suggested just buying pre-packaged like Colby Ridge. Paul reminded everyone that if the food is NOT donated and we give it away then we must purchase it from LEC.

Hospitality Committee Report: Carole McC. reported they are asking for more meat products this year on the sign-up sheets. Sandy is making a roaster of chicken noodle soup and Carole is making one of chili for Thursday night. We will have nachos again this year. She will ask Deb L. from Valley Hope O'Neil to see if they are bringing food again. Bonnie stated she donated a roaster to the LSF.

Logistics Committee Report: Paul R. reported the contract was finally signed and it was renegotiated at a much lower price (previously \$1,500 base rent per day, final \$1,260 base rent per day). We got the "non-profit" rate. Paul stated he did not ascertain whether or not we should have gotten that price last year or not or if this is a new price structure. He felt it was more important to get a contract signed and we can deal with the rate for 2014 later.

Paul asked the Steering Committee if they wanted to go ahead and execute a contract for 2017. He stated that Tom had already paid the \$100 reservation deposit to hold the Lincoln room and dates of April 14-16, 2016. It was the general consensus of the committee to proceed with the 2016 LEC contract.

Paul reported that he and Tom finalized the Audio prices for this year. The flash drives will be \$20 each (includes all speakers and workshops) and if they bring back their 2014 flash drive we will give them a \$2 discount. Paul will issue an email to all of the previous flash drive buyers with emails. This will be a way to promote coming back this year. The CD prices will be \$20 for the 7 speakers or \$20 for the 7 workshops or \$30 for all 14 events. They will come in paper sleeves with labels similar to last year and in small glossy white boxes. Fritz asked if we will put out sales forms to order if they don't attend. Paul reported they will be ready for sale from the website. Fritz was concerned about people who do not use the web. Paul stated they could be referred to him and he could sell it to them over the phone.

Paul reported that within the next week all of the 2014 speaker and workshop audios will be available from our website for listening and downloading for free. If they want a flash drive or CDs they can pay cost plus shipping. The marketing committee will be sending out an email flash to promote this and the LSF simultaneously.

Paul asked to meet with George to plot out where the open mic and DJ areas will be on the floor plan and to meet with Jim to discuss how to layout the Central Office's tables. Vickie asked to talk about rearranging the registration tables. George asked when the walk through at Lancaster Event Center. Paul said it has not been scheduled but it will be about one month from the event. It will be a week day between 8 a.m. and 5 p.m.

Bonnie asked about the centerpieces for the tables. Paul said it's not a Logistics item. She volunteered to make them.

Old Business:

Tom stated Fritz raised the issue that we need to do something to better identify the Steering Committee. George said she will make the posters to put on easels that reflect name and function.

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Paul asked if Vickie had reviewed the "scholarships" policy on the website from last year. She said she did and it all looked fine for 2015.

New Business:

Neil pointed out that Tom had paid a \$100 fee to LEC for the 2016 deposit and he will cut him a check today. Joe stated he also had receipts for items he wanted to be reimbursed for.

Neil L. moved and Jim K. seconded to adjourn, motion carried unanimously at 1457 hrs.

Next meeting date is March 8, 2015 at Anderson Library.

Respectfully submitted by Paul Ramirez, Secretary.

ATTACHMENTS

Secretary's Attachment: Committee reports sent out on February 6, 2015

Secretary's Attachment: Current Steering Committee List

Treasurer's Attachment: Credit Card Information

Treasurer's Attachment: January Treasurer's Report.

Logistics Chair Attachment: HyVee venue picture

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Secretary's Report Attachment:

2015 LSF EVENT STEERING COMMITTEE	
Event Comm Title	Name
Event Comm. Chair	Tom B.
Treasurer	Neil L.
Event Comm. Secretary	Paul R.
Logistics Comm. Chair	Paul R.
Logistics Comm.	Tom B.
	Ken W.
	Jim J.
	Jeff D.
	Phill H.
	Matt R.
	Dennis N.
Hospitality Comm Chair	Carole McC.
Hospitality Comm Co-Chair	Sandy M.
Hospitality Comm	RoAnn K.
	Roberta H.
	James H.
	Fritz McC.
	Dan H.
Marketing Comm Chair	Joe E.
Marketing Comm	Tyler B.
	George L.
	Paul R.
Volunteer Comm. Chair	Bonnie H.
Volunteer Comm. Greeter Chair	Dawn S.
Entertainment Comm. Chair	George L.
Entertainment Comm.	Tyler B.
	Lance E.
	Adam Y.
Al-Anon Family Group	Sandy M.
Speaker Comm Chair	Dale R.
Speaker Comm.	Carl W.
	Steve B.
	Bill G.
	RoAnn K.
	Kemper W.
	James K.
SPEAKERS	Matt H.
	Kerry C.
	Mickey B.
	Craig M.
	Michael J.
	J.R. H.
Registration Comm. Chair	Vickie
Registration Comm.	Shannon S.
	Rena H.
	Courtney B.
	Jennifer R.

2015 LSF BOARD OF DIRECTORS	
Title	Name
President	Tom B.
Vice Pres.	Vickie P.
Secretary	Paul R.
Treasurer	Neil L.
Director	James K.
Director	Steve H.
Director	Fritz McC.
Director	Carole McC.

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COMMITTEE REPORTS SENT OUT TO THE STEERING COMMITTEE ON FEBRUARY 6, 2015

HOSPITALITY COMMITTEE

Carole McC. I am getting sign-up sheets out to my committee members so we can get started on this. See you all on Sunday.

SECRETARIES REPORT

Paul R.:

(Please see attached committee list.)

A request for each committee chair to update their contacts for their committee was sent out. Only Joe and George have responded. I don't want to assume those who did not respond were ok with the list as presented. I need each chairperson to say it's good as is or it is incorrect and give the correct information.

The request for the new banner from Lincoln Convention and Visitor's Bureau was sent back. It will be exactly like the one last year. We may be able to hang it outside the main entrance. I will confirm this.

Our current email contacts total 386.

LOGISTICS COMMITTEE

Paul R.:

The contract with LEC has been re-negotiated, signed and a digital copy is available to anyone upon request. One significant change is the daily rate. Since moving over to the Lincoln room the rate increased to \$1,500 a day according to the original quote and contract. The second contract showed a rate increase to \$1,680 as their rates increased in December. The final contracted rate that we are locked in at is \$1,260 per day. This reflects a "non-profit organization" status that was applied. It is unclear if this is a new policy with LEC or if not did we get that rate quote in 2014 at the Exhibit Hall.

Tom reserved the 2016 dates of April 14-16 in the Lincoln Room. A gave LEC a \$100 deposit to reserve the date and room.

Question to the Steering Committee: Do we want to initiate the contact now for 2016 or wait until our event in April is over? Earlier mean we lock in the best rate possible also we have a jump on any of the communication issues we've been experiencing this year. We have already confirmed the room and dates with a deposit for 2016.

The volunteer schedule is completed for Logistics and is almost filled up with volunteers.

I will be changing the speaker audio recordings from the "Buy Here" page to the "history/archives" page making downloads free. When I complete this on the website I will send out a bulk email to our contacts list encouraging folks to go to the website get free downloads and while they are there register for 2015. I will also send the links to the speakers from last year so they are assured we did as we said we would do when they signed the releases.

In anticipation of a higher attendance and higher sales volume of speaker recordings we have increased the number of volunteers during peak times from 4 to 7.

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Speaker/Committee Dinner @ HyVee

(See attached pictures of the HyVee party room)

Questions for the Steering Committee:

(1) Do we want linen napkins @ .50 each. If you just want to cover the tables with linens, we do have a nice white, heavy paper napkin they offer at no extra charge. I have already confirmed we want table linens. They are \$5 each.

(2) Dinner will be served on foam plates, unless you'd like to upgrade to our classicware which is a firm plastic plate with a fluted edge. We would also provide silver disposable utensils to go with these plates. The up-charge is \$1 per person. China and stainless steel is even more.

FINANCE

Neal L.:

(See attached: Credit Card Summary.xls & Jan 2015 Spring Fling monthly report.xls)

Notes for January's treasurer's report

Our registration income consists of 7 online registrations and 9 mailed-in registrations. 5 of the mailed-in registrations were scholarships. I transferred \$45.39 (one preregistration, one speaker CD set) January 28, which did not show up in the account until February 2. So that total will be included in the February report. The \$1.00 free will donation is actually a 'test run' transaction from 2014 of the PayPal account.

On the expense side, the cost of fliers and posters that were printed and mailed was reimbursed. The audio expense was for cd sleeves. The audio sales taxes from last year's sales were paid to the state. The corporate expense was for the biennial filing for the Spring Fling corporation.

As to our balance, we were at just under \$3,000 at the end of January, 2014, after reimbursing the speakers flying in last year for their airline tickets. I will use that amount (\$3,000) as a prudent reserve for this year. AND, as we have yet to reimburse this year's speakers for their flight costs, I will commit another \$2,000 for that cost. Last year, the average flight ticket cost was \$343. As we have 6 speakers flying in this year, this \$2,000 should come close to covering such costs. So any dollar amount we have over \$5,000 is available for other expenses until we reimburse the speakers for their tickets. After that, we revert to any amount over \$3,000 for other expenses before the event.

I have sent a 'write-up' of various credit card offers. If we approve having a card for the Spring Fling, I recommend we set up a policy regarding who keeps and uses the card, who is listed as a signer on the card, and for what expenses the card would be used prior to actually applying for a credit card. This would help with keeping a clear understanding of how the card would be used.

VOLUNTEER COMMITTEE

Bonnie H.: Nothing new to report.

ENTERTAINMENT COMMITTEE

George L.: The monthly meeting was cancelled due to the snow storm. (The logistics team made it though) ☺

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SPEAKER COMMITTEE

No report presented in advance of the Steering Committee Meeting

REGISTRATION COMMITTEE

No report presented in advance of the Steering Committee Meeting

MARKETING COMMITTEE:

Joe E.

Registration Flyer/Form — Printing an additional 500 flyers for central office and rooms in Lincoln — please take more for distribution — AND...Tell Your Friends — give flyers to your friends who go to a meeting you don't. Or give them to a friend who says they haven't seen them at their meeting or heard it in announcements. PLEASE HELP reach as many rooms as possible.

Event Program — We will be printing 500 programs to be distributed at this year's event. We have an estimate and will wait to print until the week of the event. The committee members will have a chance to see the program before it is printed via email.

Merchandising/Cups — George looked into pricing through UNL Print. Having this done locally saves a great deal on shipping, making this a very good option. We are currently considering three estimates. One will be presented to the committee.

Website — A donation button has been added to the website. It appears on two separate pages and is geared toward donating to help another attend Spring Fling (scholarships).

Free audio on the website: Paul and Tom will be adjusting the Audio page of the website to allow people access to free speaker recordings. The current page will be updated in advance to ready it for this current year's speakers.

Email Blasts — Two were sent in January. Both resulted in a spike in website visits. Two will be sent in February. One will feature the free audio available (pending those changes being made and being provided copy) and one will talk about the 30th Anniversary and the event.

Logo — The poll results were basically a tie; out of the 13 people who voted, six voted for "B" and 6 voted for "C" (with one vote going to "A").

Calendar of Events — We have been added to the following calendar of events:

LINCOLN CONVENTION AND VISITORS BUREAU
LINCOLN JOURNAL STAR
10/11 NEWS NOW
KLKN CHANNEL 8 NEWS
KFOR COMMUNITY CALENDAR
LANCASTER EVENT CENTER (were already listed there)
AREA 41 WEBSITE (were already listed there)

NOTES:

1) There are still some posters available if you know of a bulletin board in need of one. Please let me know and I'll get you one.

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2) FYI in case someone mentions it to you — It was brought to our attention that Craig M. is no longer living in Lincoln, so the flyers that have been distributed are not correct. All future material will reflect where he is currently living (Alexandria, VA).

3) 200 Registration flyers/forms distributed at Foxhall on January 20, 2015. “Papered” the room, plus left behind a stack for the flyer table.

4) The event was registered with GSO on January 20, 2015 via Paul.

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Finance Attachment: Credit Card Summary

Credit Card Summary

Card Issuer	Card Type	Annual Fee	Interest Rate	Benefits	
1) Capital One	Spark Cash	\$0	12.9-20.9%	1.5% cash back on all purchases	
	Select		0% APR	1-time \$100 bonus on up to \$300 on purchases within first 3 months	
	(Visa)		until Aug, 2015	Redem rewards anytime, no limit on cash earned	
				\$0 fraud liability if card is stolen, lost	
				90-day purchase protection	
2) Capital One	Spark Select	\$0	10.9-18.9%	Earn 1 mile per dollar on all purchases	
			0% APR	No flight restrictions, seat restrictions	
	(Visa)		until Nov, 2015	Redeem miles for travel, cash, gift cards, etc	
				\$0 Fraud liability if card stolen, lost	
				90-day purchase protection	
3) American	Simply Cash	\$0	12.24-19.24%	Cash back rewards:	
	Express Business		0% on purchases for 1st 9 months	5% at US office supply stores and wireless phone services	
				3% on category of your choice	
				On purchases up to \$25,000, 5% and 3% per rebate year, then 1%.	
				Must apply by Feb 24, 2015 for offer	
4) Chase	Business Cash	\$0	13.24% after	5% cash back on 1st \$25,000 spent on combined	
			1st year of 0%	purchases at office supply stores, cellular phone services	
			on purchases,	2% cash back on 1st \$25,000 in combined purchases at	
			balance transfers	gas stations, restaurants each account anniversary year	
				1% on all other purchases	
5) Bank of America	Cash Rewards	\$0	11.24-21.24%	Cash back	3% on gas and office supply purchases
			0% during	rewards:	2% at restaurants
	(MasterCard)		1st 9 months		1% on other purchases
				Extra cards at no cost	
				online access, pay bills with BillPay	
				Transactions can be downloaded to QuickBooks	
				Link credit card to business checking account for	
				overdraft protection	

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				90 day protection on most purchases against loss,	
				damage, theft, fire	
				\$100K liability against card misuse by terminated employees	
				Double manufacturer warrant w/ extended purchase	
				protection up to 1 more year	
6) Union Bank	Visa	\$0	10.50%	Earn 1 point for each dollar spent	
				Points can be used for online purchases, gift cards, travel	
Westgate offers third-party card. No details at this point. Westgate is planning some sort of change in this program this year.					
Westgate uses 1st National Bank as card issuer at this time.					

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Logistic Chair's Attachment:

