

LINCOLN SPRING FLING, INC.  
MONTHLY BOARD & STEERING COMMITTEE MEETING  
March 10, 2016 01:00 p.m. at The Anderson Library

Approved unanimously on April, 10, 2016

Vickie P. called meeting to order at 1308 hrs.

Board Members present: Vickie P., Paul R., Steve B.

Board Members absent: Fritz Mc., Carole Mc., Matt P., Sarah F.

Steering Comm. Chairs Present: Vickie P., Paul R., Lance E., Joe E., Diane H., Carl W.,

Steering Comm. Chairs Absent: Sandy M., Dawn S. and RoAnn K.,

Additional attendees: Jim K. and Phill H.

Minutes: Diane moved and Joe seconded to approve the February 14th minutes as presented. Motion carried unanimously.

SECRETARIES REPORT: Paul R. still needs a confirmation from everyone the committee information he sent out is correct.

Paul confirmed that Staybridge Inn & Suites has corrected their website to accurately show the LSF discount when inputting the LSF Group Code.

Paul showed two versions of laminates for Steering Committee members on lanyards. One is a laminated plastic (one-time use) and the other is a plastic pocket that can be reused each year. They were 4' x 6.5". The committee agreed to use the reusable type.

VOLUNTEER COMMITTEE: Dawn S. was out of town and not present.

Paul handed out the current list of volunteers who have signed up on SignUpGenius for each individual committee.

MARKETING COMMITTEE: Joe E. reported he and Lance are working on the Event Program — They will be printing 500 programs to be distributed at this year's event (same as last year). We have an estimate (\$105) 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.

Joe spent \$10 on the bulletin board posters that he needs to be reimbursed for.

Website — Paul has spent some time adding a link and page for the comedian which looks really nice. Thanks, Paul.

Registration Flyer/Form — We have around 500 left to distribute— 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.

Joe has two bills: Reprint of the comedy flyers for \$33.46 and an Invoice for the \$25 ad in the ICAA Chli feed program. He needs a check to him for \$33.46 and one to ICAA for \$25.

I attended my first AI-Anon meeting to pass out a pile for them to spread to their meetings.

Schedule Board — Also printing an easel board with the schedule printed on it so people can just look at it. It will be around 12 x 18 white and black mounted on foam core (estimated cost \$10).

Comedian Flyer — It has been ever so slightly altered and reprinted. Those will be available at our meeting for you to distribute as you see fit.

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Email Blasts — Three have been sent so far. They result in a spike in website visits. Two or three more will be sent in March and April.

Cups — We will be selling the remaining cups from last year this year. Same price. My preference would be to sell them at the door rather than near the audio recording set up.

ALANON COMMITTEE: Vickie P. asked everyone to help recruit Alanons to become part of the committee. Jim K. will ask Marcella to help spread the word. Paul R. will reach out to Pat N.

HOSPITALITY COMMITTEE: RoAnn was out of town and not present.

Paul brought up RoAnn's request for the committee to consider charging for coffee. By doing so the Hospitality committee could then use the proceeds to offset the costs of coffee and supplies as well as raise funds for food. The Hospitality committee was considering a \$0.25 per cup or buy a souvenir mug for \$7 and drink for free. The additional \$2 from the mug sells would then go to the Hospitality committee. Some comments were concerns the attendees would object to paying for coffee. Paul brought up that Cornhusker Roundup charges and so do dozens of other roundups around the country. Many thought that coffee in A.A. meetings is free and it seems like a conflict of traditions (not the 12 traditions). Someone mentioned they attended a meeting that actually charged for coffee. Joe E. recommended raising the registration fee and leaving coffee free. It was unanimous that was the better option. Many felt the value of the event exceeds the \$17 and \$20 that is currently charged anyway. Jim K. recommended doing a \$17 for 2017 registration at the event only like we did in 2015.

Carl moved to have a \$17 for 2017 at the 2016 LSF event then raise the 2017 Early Bird registration to \$22 and the final month and at the door price to \$25. The committee will decide after this year's event to determine how much of the increase would be allocated to the Hospitality committee but that this increase would help offset food and supply costs for hospitality. Steve B. seconded and the motion carried unanimously.

SPEAKER COMMITTEE: Carl reported the Steering Committee Speaker Dinner will be at the 50<sup>th</sup> & O street HyVee this year. HyVee will provide a staff person to carve the roast beef. Ceramic plates and metal service ware will be used at no additional charge.

Carl stated they still need 3 sets of Alanon chairs and readers. Discussion went back to recruiting Alanons for the Steering Committee.

Carl said the Speaker Dinner Eventzilla is public so anyone can sign up. Paul will correct that and make it by invitation only.

Paul reports he completed a comprehensive spreadsheet of the speakers' and comedian's travel and hotel itineraries. After confirming with Executive Travel and Staybridge Inn & suites and the speakers all of the information was compiled in one document so everyone involved with hosting and logistics for them will have contact information and schedules, flight information and other pertinent information.

REGISTRATION COMMITTEE: Diane reports things are going smoothly with the registration committee – getting volunteers and wrangling the data for the folks registering.

Diane asked Paul to give her access on SignUpGenius to make changes. He said he thought she had been put on as an administrator already but will correct it right away.

Diane will make a "scholarship donor" thank you sign listing the names of all the donors for the registration table.

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It was reiterated that all the event badges would be the same and there will be nothing signifying a scholarship is just that. All the same color and nothing making them different other than attendee's name or program.

Paul reports the cutoff date for the Early Bird Registrations ends on 3/14/16. Eventzilla is programmed to automatically stop selling them at 11:59 pm on 3/14 and to only make available the \$20 regular priced admissions.

CENTRAL OFFICE: Jim K. who is on the board of the Lincoln Central Office (CO) said they are in need of two volunteers to sell raffle tickets at the CO booth. They would be stationed there and would not have to go out into the crowd and hawk tickets.

Paul said he would add those to the SignUpGenius list and let Jim know when someone signs ups.

Jim K said he was going to make a wood clock and donate it for a Lincoln Spring Fling raffle.

1425 Jim K. let the meeting.

LOGISTICS COMMITTEE: Paul R. reports that he had a meeting with Susan at the Lancaster Event Center (LEC). They have moved in soda machines that sell 20 oz. plastic bottles of pop for \$2.00 so they do not want to sell us the 12 oz. cans for us to re-sell. The products they carry are Pepsi, Diet Pepsi, Aquafina, Lemon Tea and I believe two others.

The LSF event is now on their website calendar and is listed as a public event with our description off our website.

Lois Hatzel is now the Food & Beverage Manager. I have sent an email and left two voice mails to find out the size of the coffee cases we bought last year. We went through 2 cases (\$115 each) and Fritz reported there was only one bag left over. Per the committee's decision it was donated to one of the A.A. meetings as it would not keep for a year.

The issue of power not being adequately pulled to the west wall as we specified was discussed. This year Paul will meet directly with Nate, their manager in charge of this area, and go over in great detail before the meeting. Paul will also clearly specify the power needs on the floor plan.

To reserve the LEC for March 13-15, 2017 we need to give them a \$100 deposit to hold the date. Then we need to give them \$500 deposit with a contract to secure it. I suggest we just go ahead and sign the contract for 2017 and give them a \$500 deposit.

Paul confirmed with Pam and Marv that we will be able to use their 3 thermal coffee containers and coffee pots this year.

The floor of the Lincoln room has been stained dark overall to give it a better appearance. It's a bit uneven from area to area but this will not be noticeable when all the tables and chairs and drapes are up. The trophy case at the north end of the room has been removed. The north concessions stand has had a major face lift. We are using the one at the south end of the room.

Paul confirmed the UNL Rodeo is not next to the Lincoln Room. It's in the building on the far east side of the campus.

Paul got the quote from Midwest Tent & Events. The total cost for 180 chairs, a 4'x8' skirted stage with steps and 21 sections of drape and pipe will be \$550. The tax exempt number was given and we are not being charged tax on this. Two issues to clarify with Brian Dorn are in his —notes section he states Deliver on Wednesday and they are supposed to set up the Open Mic stage but his directions say —set it

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up...leave near center of west wall for customer to place. They are supposed to set it up according to the floor plan I sent with the RFP. Paul will get this clarified before the event.

Paul has \$13.40 in receipts for reimbursement (Logistics-Audio postage \$8.98 and Secretary-A ream of paper \$4.42).

Ken is requesting a recording/sound check with everyone who is going to be a part of that piece of the event. Paul is working out trying to get everyone coordinated to do this check. It will happen before the event.

FINANCE: Steve B. reported our current balance is \$1,197.31 there are new registrations raising the balance to \$1,968.31.

Steve asked if Paul could help he ascertain what the correct amount is to send the Nebraska Dept. of Revenue for last year's sales taxes.

Carl W. asked what our profit or loss was for last year's event. Paul said as we have gone through a rough patch with the office of Treasurer (four in 10 months) he could not recall if that had ever been given. He would work with Steve to try and get that number.

ENTERTAINMENT COMMITTEE: Lance reported they would buy the ice cream the day of the ice cream social. He wanted to confirm with Logistics there is enough freezer space at the LEC. Paul will confirm this and get back to him.

Ken said he is planning on having two mics on the open mic stage and one guitar cord. If any of the performers need more than that they need to bring their own.

Carl moved and Lance second to adjourn. Motion carried unanimously at 1448 hours.

Next meeting is April 10, 2016 at Anderson Library.

Respectfully submitted by Paul Ramirez, Secretary.