

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

Vickie P. called meeting to order at 1309 hrs.

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

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., Sandy M., Dawn S. and RoAnn H.,

Steering Comm. Chairs Absent: None

Additional attendees: Ken W., Brian D and Steve.

Minutes: Diane moved and RoAnn seconded to approve the March 12th minutes as presented. Motion carried unanimously.

Secretary's Report: Paul reported he updated the invitation list in Eventzilla to include all the current Steering Committee members and sent out another invitation for the speaker dinner today. Presently there are 14 signed up (includes 8 of 9 speakers) Baylee and her entourage will not be attending they have another event in Omaha.

Paul contacted The Bridge, Valley Hope Omaha, Jody Griffen, NO on booths or NO response. Per Jerome, ICAA doesn't want to have a booth because they don't like the set up in the hospitality area. First Step, Jared = hray@firststeprecovery.com, will be coming and purchasing a booth @ \$25 and one registration that will be passed around from one employee to another each day while they man the booth.

Paul sent an email to the Cornhusker Roundup website and invited them to mail a bundle of their registration forms and he would put them out at our event. They allowed us to put the "Save the Date" flyers out on the chairs at their 2015 event for the last two years.

Anderson Library was booked and confirmed for 6/12 & 7/10 & 8/14.

Paul will pick up LSF coffee mugs at the Central Office to put in the Archives Display case,

The mailbox was last checked on 4/9/16.

Audrey Grafton the manager at Howard Johnson Hotel, 3400 NW 12th St., Lincoln, NE 68503 (402-475-1550). She offered the following rates for the AA convention:

60 for a single queen bed up to 2 people

65 for 2 double beds up to 4 people.

I informed her we have already committed to the Staybridge Inn & Suites but would consider them for next year. I did express they are quite a ways from the event center and it would be a bigger challenge for us to transport speakers back and forth.

Paul obtained 230 pens and note pads from the Lincoln Chamber of Commerce for the workshops.

The 49 Steering Committee badges have been printed, cut-out and put in the vinyl holders.

Paul contacted Sandy and she lined up the three Alanon/Alateen meeting chairs. They are responsible to get their own readers.

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Paul has compiled the master speaker itineraries and contact information sheet. I made numerous attempts to get the specific assignments of who is picking each speaker up and who is their host during the event and who is returning the speakers to the airport. He has only given me the list names. I am still waiting on the specific assignments. I will send it to all on the list and then everyone has all they need. Carl completed the missing information and gave it to Paul to enter into SignUpGenius.

Joe stated he needs to confirm the hours the Central Office will be open to put it in the program.

Volunteer Report: Logistics has 63 of the 72 volunteer slots filled. Greeters have 35 of the 56 volunteers signed up. And Volunteers (coffee, registration, Central Office raffle sales) has 69 of the 127 slots filled. Because LEC is now making the coffee and there were duplicate sign-up lists circulated so more people signed up on paper than are actually needed there is a surplus of coffee volunteers. Judi gave her permission to recruit some of them to the other areas of the event.

RoAnn confirmed she has water goblets for the head table.

SignUp Genius Stats	Needed	Filled	Open
Greeters	56	35	21
Speakers	104	25	79
Logistics	92	73	19
Hospitality	448	19	429
Volunteers	127	69	58
Total	827	221	606

Marketing Report: Joe reported he produced a \$17 for registration in 2017 flyer for the event. He is working on the program schedule. Both will be printed last minute the week of the event.

Power Point slides are also in the works for the wall display.

Leftover registration flyers will be placed on the registration table at the event so people can use them if they so choose when registering, along with leftover Bob fliers as well.

Joe will bring the giant logo sign and whatever few cups I have left over to the event.

Joe and Lance will finish the final draft of the \$17 for 2017 today. Joe will print 50 of the 2017 registration flyer for the event. Lance and Joe will also finalize the Powerpoint program for projection on the wall. They will send the program to print on Monday or Tuesday.

Vickie P. said she will bring her laptop to run the Powerpoint on Thursday to the LEC.

Registration Report: Diane H. reported she currently has 53 attendees from online registrations and 67 mail-in attendees, for a total of 120 attendees. I have created current Excel spreadsheets of the attendees and have listings by buyer's last name and by badge name. There are 27 scholarships paid for, with an additional \$4 designated for scholarships.

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Paul R. sent an additional 25 mail-in registrations after Diane's report making it a total 145 attendees I have the volunteers pretty well covered for the registration table, and Roberta and Lesley are ready to assist me.

Steve will bring a bank for registration.

Paul R. will meet with Diane to download the PayPal program and get it set up.

Paul R. obtained an additional 550 plastic badge holders with pins and sheets to print on from Tour & Travel at the Lincoln Chamber of Commerce.

Carl asked if the registration PayPal/Eventzilla sends out an email confirmation. It does but he did not receive one. Paul R. said he would verify the transaction went through. If it did he will resend the confirmation. (After the meeting Carl acknowledge it did not go through and just filled out a paper registration and gave it to Diane.)

Hospitality Report: RoAnn reported the good news is we have money for food for the hospitality room! Collected \$1,012.00 dollars. Expenses so far have totaled \$912.00. This includes a \$100.00 dollar check from Hope and money from Wanda who goes to a lot of Alanon meetings. RoAnn ordered 400 brats and buns from Kelly who works at Supersaver. She ordered 400 cocktail buns from Russ's, 200 buns for Friday night and 200 buns for Saturday night. Cook's ham donated 60 pounds of ham and Tracy from the hospitality committee has gotten more ham, so lots of ham sandwiches for the weekend. She ordered also from Russ's 100 donuts for Friday morning and 100 donuts for Saturday morning, they gave us the best deal for buns and donuts, I need to buy a bunch of chips yet, ketchup, mustard, sour cream, cheese and butter, for the brats and baked potato bar, so the money is going fast, but if we have some money left over which we should i will order pizza for Friday night and maybe Saturday night, or maybe more around 5 pm, Cici's is giving us a deal one topping large for 5 bucks and delivery for 15 bucks. She is planning on ordering 25 pizzas.

Paul said Ret P. is bringing donuts each day from her parents bakery.

Speaker baskets are finished we will be taking them to the hotel on Thursday where the speakers are staying. I still need to buy flowers for the speaker head table and the centerpieces for the round tables.

RoAnn has a couple committee members helping set up hospitality and decorating on Thursday. They will be busy loading up all our stuff, boxes of plates, and bowls and the other stuff, 4 totes full of black table cloths. Fritz and Carol dropped off all there coffee makers (all 20 or more of them!) so they will be bringing all that equipment. She wants Steve and Vicki and her to go to the bank next week and take care of the 100 dollar check and hopefully she will get some more money from Wanda.

Reanna is still making all the posters for hospitality "thank you", They have meetings signed up to bring food and individuals are bringing food, Thursday and Saturday night look good. Itss Friday that they don't have a lot of meetings or people signed up for she will provide brats and ham sandwiches for Friday night. RoAnn said since the dance is Friday night she would order the 25 pizzas that night.

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RoAnn still needs to purchase all of the Potato Bar sides such as sour cream, chives, cheddar, catsup and mustard.

1333 hours Ken W. arrived.

Alanon Report: Sandy lined up the three meeting chairs for the Alanon speakers. They each are responsible to recruit their readers. Sandy will be available to do the Alanon countdown on Saturday and throughout the event to help out.

Entertainment Report: Nothing new to report.

Paul will send Lance a link for PayPal and then do the final programming at LEC Thursday. He will add buttons for Ice Cream, Dance and Bob Perkell.

Steve will have a bank for each event: Ice Cream Social, Dance and Bob Perkell.

The \$5 door charge for people attending the dance who did not purchase a registration goes to LSF.

The Steering Committee approved the \$40 decorations expenditure for the Young People's group to do a photo booth.

Speaker's Report: Carl said Sue H. will now be picking up Roy at the Omaha airport.

Carl has a meeting with HyVee on Monday.

Carl needs \$50 cash for each of the 9 speaker's honorarium. It was reaffirmed that even the local speakers will get the \$50. Steve will personally hand deliver it to the speakers instead of putting it in the gift baskets for security.

Treasurer's Report: Steve presented a report showing our total assets through 4/9/16 were \$4,345.15 and our total liabilities were \$1,623.29 for a balance of \$2,721.86.

Outstanding expenses will include Bryan Y.'s and Lee Ann Y.'s airfare, one night hotel in Omaha, \$450 honorarium and \$120 for ice cream.

Paul moved and Lance seconded to approve Steve's finance report. Motion carried unanimously.

Logistics Report: Paul reported:

The Audio sales forms still need to be printed.

The walk-thru at Lancaster Event Center was on 3/31 at 4:00 p.m. RoAnn, Brian and I were there. We met with Chaz who is one of the event managers at LEC. I gave him the final version of the floor plan. He later called with a confirmation of all our questions.

1. There is a walk-in freezer we will have access to any time on Thursday for the ice cream.
2. There will be at least one cart that we will have access to for hauling the coffee tubs around.

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3. There is a large 2-door refrigerator we will have access to.
4. They will have enough power for 8 electric roasters along the north half of the west wall.

On 4/5/16 I received a call from Lois at the LEC. They have had some issues with other events and now have the policy that a LEC staff person has to be in the concession stand while an event is in there. This year we are paying an additional \$50 per day for use of the concession stand. Also they are not going to have the pop machine that dispenses 20 oz. bottles for \$2.00 in the north end of the room. Instead they are going to sell fountain soda in the north concession stand. They proposed being the ones who actually brew the coffee (still only charging us for the grounds). They will make it in the north concession stand. And instead of charging us the \$50 per day they will sell concessions with the pop. So we save \$150 don't have to brew the coffee and additional food and candy and pop will be available for attendees. We still will have access to the refrigerators in the north and south stands if needed.

All of the audio supplies (labels, cds, flash drives, boxes and sleeves). All of the labels were printed for 60 full sets of 14 cds. The 39 new flash drives have had the 2014 & 2015 workshop & speakers downloaded to them. They are combined with the ones left over from 2014/15 to make a grand total of 77 flash drives. There are more cds, labels and such that can be printed at the event center if sales warrant.

Bill Ganzel has confirmed he will meet Phil, Brian and I at the Meeting Place 4/14 at 8:00 a.m. to open up and help load up. He will also be bringing the video projector from the meeting place as well also his own.

The \$100 Liability Insurance rider has been paid and delivered to the Lancaster event center.

I delivered the \$check for the Midwest Tent & Events on Friday 4/8. This is for equipment that will be delivered on Wednesday to the Lincoln room. It consists of 180 chairs, 21-10' sections of pipe & drape and a 4' x 8' skirted stage. The chairs will go around the round tables in the hospitality area. We have to set them up. LEC is setting up 500 chairs in the south half of the room in theatre style for the speakers meetings.

All of Consent & Release forms are printed for the speakers. Lee Ann has already signed and sent them back. The others will be signed at the event.

Dawn moved and Diane seconded to adjourn. Motion carried unanimously at 1424 hours.

Respectfully submitted,
Paul Ramirez, Secretary
Lincoln Spring Fling, Inc.