

LINCOLN SPRING FLING, INC.  
MONTHLY BOARD & STEERING COMMITTEE MEETING  
May 15, 2016 01:00 p.m. at The Anderson Library

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

Board members absent: Fritz Mc., Carole Mc., Matt P.,

Steering Comm. Chairs Present: Vickie P., Paul R., Lance E., Joe E., Diane H., Sandy M., Dawn S. and RoAnn H.,

Steering Comm. Chairs Absent: Carl W.,

Additional attendees: Julie and Lora C.

Vickie P. called meeting to order at 1300 hrs.

**Treasurer's Report:** Steve's reported our current checking account balance is \$6,702.10 with outstanding checks in the amount of \$5050.25. This will leave us with a balance of \$1,651.85.

There was discussion regarding some issues with the report so it was tabled until the June meeting. Paul moved to table the report Lora seconded. Motion passed unanimously.

**Secretary's Report:** Diane moved to accept the April minutes as written and Lora seconded. Motion passed unanimously.

Paul reported he received Sarah F.'s email dated April 16, 2016 resigning from the LSF board effective immediately. Paul responded with acknowledgment that it was received.

RoAnn has suggested we contribute money to the Central Office Archives. Paul suggests allowing them to use the LSF display case to display the LSF cups that are currently over Marcella's desk as well as LSF articles. RoAnn said she will talk to Claire M. about it.

Paul took pictures of the 12 Step sketches that Ann Hays did. They are not perfect but at least of one were destroyed or lost we could recreate it. The marketing committee is going to discuss ways we can utilize them on the website or in other areas.

**Entertainment Report:** Lance reported moving the dance to Friday was a good idea. Attendance was over 100 people. The Young People's group have indicated they want to host it again in 2017.

The committee had 35 come to the comedy show "only" and paid a collective \$350. The attendance of the comedy show was over 350 people.

**Speakers Report:** Lora C. reported she is interested in Chairing the Speaker's committee next year. Carl W. has given his support for her nomination.

Julie said she would like to help with selection and hosting of Al-Anon speakers for next year.

Vickie P. stated she would also like to help select speakers.

Lora stated the speakers this year loved our hospitality area and volunteers who hosted them.

**Volunteer Report:** Dawn reported we need to make it clearer to volunteers they need to pay to be at the LSF even though they are volunteering. There were a few who were not aware of that.

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The paper sign-up sheets and the online SignUpGenius created some confusion. We should use one method. Paul stated part of the confusion with the paper sign-up sheets is there were several copies of the same times and positions plus the online version so there were more people signing up for the same slots than what was needed. Also not all of the "paper sign-ups" were given to him to load into the computer. All he received were the coffee volunteers from Judi which he put into the SUG.

Dawn suggested next year we put the event schedule on the back of our name tags.

The following are willing to renew their roles as chairs or board members and/or change their status or join our committee organization:

Dawn: Will fulfill her role as President and chair of the event.

Paul: Willing to be the Secretary again, willing to be the Logistics Chair if no one else wants it.

Lance: Willing to be Entertainment Committee chair and join the board.

RoAnn: Willing to fulfill her second year as Hospitality Chair and interested in being on the board.

Joe: Willing to chair the Marketing Committee again and is interested in being on the board.

Diane: Willing to fulfill her second year as Registration Chair and would consider a seat on the board.

Carl: No response to the email inquiring about future participation.

Traci S: willing to be on the Hospitality team.

McKenna K: Willing to be on the Volunteer Committee.

Julie: would like to chair the AI-Anon Committee.

**Marketing Report:** Joe presented the Final Marketing Committee Report for 2016 LSF

Printed Materials — This is marketing's main expenditure. We printed a very similar amount as for the 2015 event, but added a couple of pieces (comedian flyer and "\$17 for 2017"). To my knowledge, all the materials were used (except the first batch of comedian flyers). There are a few of each left for future reference, but the amount we printed and distributed seems to have been appropriate. Each year starts with a "Save the Date" flyer for Cornhusker Roundup. Here is a listing of printed materials, the number we printed, and the cost.

500 'Save The Date' Flyers — \$35.52 (smaller size in color unlike the year before)

2,500 Registration Flyers — \$300.57 (BW/color paper/2 sided)

40 Color Posters — \$0 (full color)

500 Event Programs — \$183.00 (full color, folded)

500 Entertainment Flyers for the comedian — \$40.97 (reprint of those flyers — \$30.00)

50 "\$17 for 2017" Flyers — \$27.85

Additional expenses

Mail Packages — \$52.69

Mail Packages included cover letter (no cost), and sets of 20 to 30 flyers (it varied depending on mailing area). All mailings were sent in January.

Independence Center Chili Feed Ad — \$25.00

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Marketing spent a total of \$695.60 for the 2016 Event

We actually spent less than the previous year, but almost identical.

Website — The website continues to be bright spot and success to the Spring Fling. In April, the website got 972 hits during the month. They were highest the weekend of the event. But people checked it out during the whole month. The average was 32 a day. The day before the event began there were 80 visits and 159 hits to the site the first day of the event.

Email Blasts — This year six Email Blasts were sent out before the event. They reached over 500 people and the website always spikes after the blast.

Cups

I am unaware of how many sold this year or how many are left (I did not participate in selling them), but I'm sure they've paid for themselves by now (this being the second year of selling them).

Thanks to everyone for making this year so great and helping distribute the flyers. Special thanks to Lance for all his help with the design work.

**Registration Report:** Diane H. reported

2016 Numbers 434 Attendees

There were, according to my numbers (which are not infallible), 71 preregistered attendees, 324 attendees who either mailed in their registrations or purchased admittance at the event, and 39 scholarships used at the 2016 Spring Fling. If no one signed in who had already preregistered (we always asked, but I think there was some crossover), we had a total of 434 attendees at the 2016 Spring Fling event. I entered into Eventzilla (to the best of my hand writing and reading abilities) the information from the sign in sheets from the 2016 Event, so we have the data for next year. As planned, I did not keep track of attendees for the ice cream social or Bob Percell.

\$17 for 2017 Numbers 18 + 3 Attendees

There are 18 attendees who took advantage of the offer to sign up for 2017 at the 2016 event. However, there was a glitch and we had additional cash in the 2017 folder to cover 3+ more attendees (\$60 extra). I have entered the information into Eventzilla adding 3 "unknown" attendees, in case we have 3 people at the 2017 event saying they 'pre-preregistered' and we have no badge. Otherwise, my thought is the money would go to scholarships.

2016 in General Overall I think things went well at the registration table. Most of my volunteers came as promised, and Roberta and Lesley were invaluable. I hope they will want to assist again next year (Roberta has already volunteered). Paul and Vickie did a good job of letting me know what to expect and next year I feel I'll have a much better concept of what to expect.

Possible Changes for 2017

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- Adding an additional registration volunteer for potentially busy times to be sure that everyone coming in has a badge on, and if not, help with finding their badge (on the preregistration table), or getting a replacement badge. This will minimize those at the table having to get their attention (i.e. in a loud voice). This may crossover with the greeters' functions, but on Friday 57 and Saturday 46:30, this couldn't hurt.
- Either posting signs or having a separate, additional volunteer to tactfully maintain quiet in the hospitality and registration areas when speakers are speaking. It's not a welcome task, whom ever's doing it, and I know we all pitched in, but I'd like to draw it away from the registration table if possible (so that we don't come off so "authoritarian").
- It was suggested that the coffee and water go directly next to the concession window maintained by the LEC (where we had preregistration badges this year). This makes sense; I would need to reconfigure and possibly condense my table area.
- Paul suggested I get a key to the P.O. Box this year, and I didn't (due to my own inertia). It would probably streamline things, however, if I did check the P.O. Box, at least during preregistration for 2017. It was my privilege to serve as registration chair this year. It was truly a growing and learning experience, and increased my self-confidence. It has been an opportunity to expand the number of my acquaintances in the program, and to get to know a little better my fellow committee members

Diane suggests moving the coffee and water to where the "pre-registered" table is and put the pre-printed badges at the main registration table. This might make it easier as it would be closer to the concession stand where the coffee and water come from.

Diane would like signage and help from the rest of the committee to help keep the people in the hospitality area quiet. Possibly shut down the hospitality area during speakers.

Diane is willing to chair again for 2017 and has a volunteer to chair for 2018.

**Hospitality Report:** RoAnn reported she has been busy writing and sending thank you notes out, for the groups and individuals who donated and helped out, sent out 35 thank you cards! I have all my receipts for everything I spent, I will give them to Steve and I have one more 20.00 dollar check for hospitality I need to give Steve, we were going to get together but I ended up working late that day so I told him I can give it to him at the meeting.

Total expenses for hospitality was 1,088

Total amount collected was 1,022

This amount collected does not include what we collected at the event in the donation buckets, I took 95 dollars from the bucket Friday night and Steve knows this for the baked potato bar for Saturday, a few of the Big Book Bunch girls and I went to Walmart to buy all the stuff for the bar, I have the receipt, I have a list of all the meetings and individuals who donated money.

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I also spent 171.00 for supplies from the webstaurant store in the beginning before we collected any money, just wanted to make sure we got our supplies, Steve wrote a check out for this already, I have the receipt for this.

Well the one thing I can think of is I need more help cleaning up after the event, I had plenty of help setting up and helping out at the event, just was a little overwhelmed with the cleanup. And then I ended up cleaning up the coffee area also that night. And then James and I went and washed up all the tablecloths the day after the event, went to the laundry mat and used 8 big washers and dryers for all the tablecloths, a lot of work! So we need more help with cleanup next year.

I talked to people after the event and the one thing we need to work on for next year is going to meetings and talking about the event, Wanda from AI anon said there groups didn't know a lot about the event, so I then asked her if she would be willing to help us out and she said yes, so we may have a new AI anon chair person, and another person from AA said she didn't know a lot about the event it wasn't discussed at their meeting, so maybe we all need to take about 5 meetings or more and go the meetings and talk about the event and just not our home groups and the meetings we just go to, and I'm guilty of this.

**Logistics Report:** Paul reported that the \$1,922.15 Staybridge hotel bill was paid. A month before the event I saw on the LEC website you could rent the same rooms for \$5 less using the LEC code rather than our code. I raised this issue with Lucas the GM of Staybridge. He claims that shouldn't be that way. It has since been changed on the LEC site. I also did some price checking and it seems we can find comparable rooms for a lesser rate. I think it's time to do another RFP and consider changing hotels. Chase Suites has a studio suite queen for \$82 or a studio 2 queen bed for \$82. New Victorian Suites has the same room for \$69.99.

The LEC bill was paid. They charged us for each individual item we plugged in vs. the drop with a duplex receptacle. This is not how it was charged last year. No one in town charges that way. I argued the electrical bill and they cut it in half so it ended up being \$562.50 vs \$1,125. The final bill after the adjustment for the electrical was \$4,000.25.

The LEC deposit for the April 2017 event has been paid. The contract is still pending as a few errors were found that need to be corrected as well as clarification about the electrical needing to be spelled out. Furthermore the committee needs to approve the coffee rate. The LEC wants to now charge us \$15 per hour to make the coffee. This comes to \$615 for the weekend at an estimated 41 hours at \$15. This year we paid \$50 per day for the concession stand. I need to clarify that this \$150 will be eliminated with the new \$615 and not an additional charge.

Final cup inventory is 51 we started with 89 (of which 9 were given to speakers) so we sold 29 cups.

Final audio inventory is: 88 blank CDs, 52 sleeves, 59 boxes,

Suggestions for 2016:

1. Have a step for the podium for shorter people.
2. Raise the camera angle to get the mics out of the faces of the speakers on the IMAG or change the mics and type of mic holder.

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3. Line up volunteers to help with load out after the last event. This year it was Steve, Ken, Brian, Ret and myself.

Paul has the contract for 2017. Paul moved and Lora seconded to approve the LEC contract for 2017. Motion carried unanimously.

Paul recommended we give the area half-way houses and treatment centers sets of CDs as there are numerous extra copies. The steering committee agreed without a vote. There were no dissenting comments.

**Alanon Report:** No report. Julie is willing to chair this committee for 2017.

Lance moved and Dawd seconded to adjourn. Motion carried unanimously.

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