

LINCOLN SPRING FLING, INC.  
MONTHLY BOARD & STEERING COMMITTEE MEETING  
March 12, 2017 01:00 p.m. at The Anderson Library

Minutes

Board members present: Steve B., Paul R., Dawn S., Diane H., and Ret P.

Board members absent: Joe E., Vickie P., and Lance E.

Steering Committee Chairs Present: Dawn S., Julie P., Diane H, RoAnn H., Lora C. and Ret P.

Steering Committee Chairs Absent: McKenna K., Joe E., RoAnn H., and Lance E.

Others Present: None

Dawn S. called the meeting to order at 1302 hrs.

Diane moved and Julie seconded to approve the February and March minutes as presented. Motion carried unanimously.

**Secretary's Report:** Paul R. reported he filed the Biennial Report on 3/22/17 online and paid for it with the LSF debit card. It was \$20 plus a \$3 portal fee.

Ret arrived at 1304 hours

**Treasurer's Report:** Steve reported the checking account balance on 3/1/17 was \$1,628.86. After transaction throughout the month the current balance is \$2,143.39. Steve did not have time to work up a printed report but said he will get one out to the secretary to send to the committee tonight.

Lora C. arrived at 1312 hours.

RoAnn said she still has some food reimbursement due. Paul also reported the program has yet to be printed so that expense will be coming.

Paul moved and Diane seconded to approve the treasurer's report. Motion carried unanimously.

**Hospitality Report:** RoAnn reported her total expense were \$690.00. Smithfield donated 66 lbs of ham. She will order 25 pizzas each for Friday and Saturday nights.

She will purchase flowers from Trader Joe's for the tables on the stage.

She is still talking to Kelly C. about donating donuts.

She received some additional cash donations: \$26 from Wanda, \$20 from Ken W. and \$50 from Julie and the Alanon groups.

Paul committed to getting chafing dishes and fule in lieu of paying for power at LEC. RoAnn will let him know how many she needs.

**Marketing Report:** Joe reported via email on 4/8/17 at 09:37 PM:

A proof of the program will be sent out this week for review.

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The Power Point will also be completed

I forgot to mention at last month's meeting that we are being announced every week at Fox Hall in Omaha. We are also in their newsletter and flyers are available at their meeting. All of this is thanks to Craig LP. A long-time friend.

Another email blast will be sent out a week before the event, but it will be the only and the last

If anyone needs flyers, please let me know... I will get them to you

NOTE: I will be unavailable for most of this year's event. I just started a new job and there is mandatory overtime including Saturday. I ordinarily take Thursday and Friday off, but that is not possible this year.

I find the announcement by Kenny shocking so close to the event. I hope and pray things will be worked out. Please let me know if I can be of any help. I highly doubt I can, but just saying if you do need anything, just let me know.

- Joe E.

Paul reported two more envelopes were returned by the U.S.P.S. as undeliverable. They were the Central Office in Wichita and the Hamilton Club in Omaha.

**Registration Report:** Diane reported there are currently 92 registered attendees and an additional 20 scholarships.

She will call the visitor's bureau to get more badge holders. She has already gotten the badge inserts.

She will not print any scholarship badges in the names of the donors. This is to protect the attendee from embarrassment that they couldn't afford the admission.

**Speakers Report:** Lora C. reported she as talked to all of the speakers and have gotten their itineraries.

Paul booked the conference room at Chase Suite hotel for the speaker dinner. It costs \$50 plus tax and tip of 18% or \$9.

Lora said the hosts for the speakers have arranged for "back-up" hosts in the event someone has car problems or gets called into work etc.

Lora said she will make certain HyVee has the food ready for the speaker dinner by 4:30. She will also order the chafing service.

Steve reported he has two white boards for the speakers to use for workshops. One small and one mid-sized.

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Lora says Chris needs a lavalier mic (lapel).

Ernie S. has been confirmed to do the A.A. countdown. Julie will do the Alanon countdown.

**Alanon Report:** Julie reported she is on the Alanon Area committee. She just learned she can get the LSF on their website for next year. Also she can get flyers to them to circulate to AFG meetings.

**Entertainment Report:** Lance was not present. No report.

Diane asked who would be collecting for the ice cream social and dance as Joe will not be able to be at the event during those times. Paul said it's an entertainment committee issue and he will make sure Lance has someone lined up.

Paul is still working on acquiring a small sound system for the open mic stage.

**Logistics Report:** Paul reported he ordered the liability rider for LEC at Unico Insurance. He is waiting for the invoice. It will be around \$100. This is a requirement of our LEC contract.

Lora left at 1343 hours.

Ken Whitmore notified us on 4/8/17 via email that he will not be providing the sound system. His email stated "Due to no insurance coverage on sound and lighting provider confirmed by Susan at Lancaster Event Center, I will not be providing the PA System and Lighting this 2017 SF."  
Ken Whitmore

Nothing has changed since he first started doing the sound for LSF in 2015. The insurance has always been the same and the contract with LEC has been the same regarding this issue. Ken decided at the last minute that he wanted to be covered individually. This would cost us over \$1000 to provide him. Why he waited to the last minute to decide this is unclear.

Steve B. is working with the other Steve B. to provide the PA system which is equivalent to what Ken was providing.

Paul ordered the open mic stage, extra chairs, pipe and drape from Midwest Tents and events again. They sent the invoice but it included sales tax and a damage waiver. We do not pay those so a corrected invoice was requested. The amount will be \$550 and due upon receipt Thursday morning.

Steve B our treasurer secured Steve B.'s (another Steve B.) sound system for the event. And he will be responsible for getting to and from the LEC set-up and operation. Steve has lined up additional help to do the recording as he runs the sound. Steve reported it is a smaller system than was had previous been provided by Ken but it is more than enough to provide a quality sound.

Paul reported spending \$170.44 for 700 cds, 800 labels and 600 paper sleeves. He also spent \$42.73 on 3 color printer cartridges. The total of \$21.17 is to produce 50 box sets of cds for the 13 speakers and

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workshops we will be recording. We had a supply of boxes left over from the previous year so we did not need to buy them. This works out to a net cost of \$4.27 with a sale price of \$30 the GPM is \$25.73 per unit.

Steve left at 1400 hours.

**Volunteer Report:** McKenna was not present. No report.

**New Business:**

Paul said he would print up the \$18 for 2018 registration forms for Diane.

The committee decided that next year's event dates are April 12-14, 2018.

Paul will begin initiating a new RFP for the location.

Dawn reported Lois from LEC called to confirm hours for coffee. Last year they were Thur. to 11p, Fri. to 12a, Sat. to 10p. It was decided to modify them to: Thur. to 10p, Fri. to 1a, Sat. to 10p.

Julie P. moved and Ret P. seconded to adjourn. Motion carried unanimously at 1425 hours.

Respectfully submitted,

Paul Ramirez,  
Secretary

Next meeting will be held at the Victor E. Anderson Library on 05/14/17.