

July 18, 2019

3rd P.I.E. Derby Planning Meeting @ Little Lilly's Deli - 6:00 pm; Derby date is Sunday, November 3, 2019

In attendance: Sandy Kerr; Julia Simpson; Lorie Tidwell; Darlene Widirstky; Helen Andrews; DJ Ruscik, Chris Buntin

Not in attendance: Jeanene Whittaker, Kate Swanstrom, Jeanelle Havlin, Linda Bohacek

Of IMPORTANCE: Note areas where we need help. Everyone needs to start soliciting.

1. **DERBY SHIRTS-** The NEW Derby shirts are available and they are beautiful. They will be sold at Mango Mania. **A BIG THANK-YOU to Debby Anspach, Natalie Gazda and Billie Young, who all helped to sort and fold the shirts.** D.J. reported that Terri Dordan will distribute shirts to local shops for sale. DJ will organize when gets back from vacation 8/12.
2. **DERBY FORMS** – no additional update tonight. [From June meeting, Julia updated the following, and is available on our website.]
 - a. **Principals letter**
 - b. **Donation letter**
 - c. **Tax exempt letter**
 - d. **Solicitation letter**
 - e. **Donation receipt**
 - f. **W9-form**
 - g. **Madam's letter**
 - h. **Julia will update Sponsorship Forms**
3. **ORGANIZATIONAL CHART** – Julia will update it again.
 - 1st Column - DAY OF EVENTS- Organizer -Kate Swanstrom**
 - a. **SILENT AUCTION**– Darlene Widirstky is Overseer with Joanne Correia. Darlene proposed having two Silent Auction tables closing at 11:30 a.m. The people would be called over the microphone @11:45 to P/U items at 12:00; [and the remaining tables at 4 p.m.] to reduce the end-of-day rush and congestion. All attending the meeting were in favor of this. Julia will get some photos of items in advance to post online.
 - b. **CHINESE AUCTION-** DJ confirmed that she will be Overseer. Chinese Auction staggers ending times. She will inventory what the needs are.
 - c. **CAST NET** – no update. Julia will ask Nicole if she is interested in doing it again.
 - d. **TICKETS-** Kate Swanstrom is Overseer. No update.
 - e. **MERCHANDISE** – Jeanene Whittaker will be Overseer. Get teachers to help sell, day-of.
 - f. **50/50** – No update. Still need an Overseer?

2nd Column – PREPARATIONS -Organizer- Sandy Kerr

- a. **SITE MGMT-** Jeanelle Havlin to be Overseer. Need to find a new tent rental vendor for 40'X60' [main tent] and 20'X30' [music]. Caloosa Tents supplied us with pole tents last year; some companies also have frame tents which are a little more expensive but don't have center pole or support ropes in the way. Sandy has researched many other vendors and has preliminary bids; Julia also has one preliminary bid. Sandy to compile all our needs [mandated fire extinguishers, etc.] and request formal bids. Will not use Caloosa Tents again. Sandy to update site drawing that will be used to submit in permitting application. Sandy recommended a new category for SIGNAGE for someone to oversee.
- b. **PERMITS** - Chris Buntin to be Overseer. Sandy Kerr passed on to Chris a folder with copies of last year's completed forms and Sandy submitted to Board updated Site

Management procedures.

c **WEBSITES** - Julia working on this. Julia to get us on various tournament pages & calendars.

Sandy Kerr will create the Eventbrite website that handles on-line entries.

d **PR PERSON** – From last meeting, “Someone to work with Julia.”; Julia reported that Joanne Correia will assist. Julia plans on making magnets with Derby logo for Mango Mania to SAVE THE DATE & order in bulk. Julie suggested putting ad in Eagle first week of October and again third week. Maybe focus on kids’ fishing in first one and on adults in the second. At Hooker meeting, Sept. 9th, when we present \$2,500 check to P.I.E. & checks to teachers, invite Ed Franks [Pine Island Eagle] to attend & do article. Julia will start to get info out to Bait & Tackle shops.

e **PHOTOGRAPHY**-Laura Massey- no update.

f. Add “**Signage**” to 2nd column.

NOTE: DJ said that her dad’s house is vacant and Hookers may use both upstairs & downstairs for P.I.E. Derby storage as needed.

3rd Column - KIDS DERBY- Organizer – Julia Simpson

a **KIDS ACTIVITIES**- Elida and Anna are Overseers.

b **KIDS DERBY & DEPUTIES**-_Need to confirm with Dawn & Billie

c **KIDS REGISTRATION & TROPHIES**-Lorie Tidwell will be Overseer.

d **BIKES** – Mel Brinson will buy them. Need someone to buy and deliver.

e **HELMETS**- Karen Garside will purchase.

f. **RODS**- Need an overseer

Need an inventory of what we have from last year.

g **KIDS SPONSORS – SCHOOL** – Need an Overseer

h **KIDS T-SHIRTS** -Is Total Payroll sponsoring again??

4th Column - ADULT TOURNEY - Organizer – Julia Simpson

a. **ADULT ANGLERS**- Julia Simpson Overseer

b **CAPTAINS MEETING** – Julia Simpson Overseer

c **SHIRTS**- DJ; Julia; Sandy – Printed by S&P Designs DONE!

d **MEASURE MASTER** -?

e **ENTERTAINMENT** – DJ Overseeing. Molly Brown providing.

f **POSTERS**- Julia will design. Pat Burman to produce. Discussed using Day Of Events with shirt logo. Everyone welcomed. Flyers to be redesigned to include more event details.

5th Column – PROCUREMENT -Organizer- Sandy Kerr

a **WATER / SODA** – Linda Bohacek Overseer.

b **BEER / TITO’S** – Linda Bohacek Overseer. Maybe add bottled sparkling alcoholic beverages [per Julia]. Sandy met distributor for MR TOM’s Distillery @Mango Mania. Will reach re: RUM maybe?

c **BBQ** – Julia reported that Theresa Kramer will be Overseer.

d **KIDS LUNCH**- JD Holloway has agreed to provide.

e **BEVERAGE TICKETS** – Need sales people. A good sit-down job

f **BOOZE WHEELBARROW**-Sonya agreed to get the wheelbarrow. Need an Overseer.

6th Column – SOLICITING - Organizer - Kate Swanstrom – no update

a **SOLICITING**- **Everyone Calling on all Hookers**

Sandy suggested giving out short lists with a “cold calling script” at the meeting to get Hookers to help.

- b **Corporations** - EVERYONE
- c **LOCAL OVERSEERS**- Need help
- d **SPONSORS**- Need help
Sponsor kids, Big Items, Silent Auction & Chinese Auction
- e **FORMS**- Julia has been creating all of them
- f **MR. FIX-IT**- WE NEED TWO OF THEM

Our next P.I.E. Derby Planning Meeting will be Thursday, 8/29/19 @ 6 PM at Little Lilly's Deli

We will have two meetings in Sept. They will be 9/12 & 9/26.

Meeting adjourned at 7:30 pm.

Respectfully submitted, Sandy Kerr/ Chris Buntin