

Spring Member Celebration 2018 – Planning Meeting Notes

12 March 2018

Attending: Karen Fischer, Linda Richards, Molly Turlish (notes), Ellen Young

We reviewed membership numbers: 340 current members as of today (up from 318 in February and 307 in December, 2017) – clearly showing the impact of the Annual Membership Drive mailing. The number of former members is down 19 from February. The group recommended adding names of new members and other donors to the electronic version of the B-CAN newsletter (the printed version lacks adequate space).

Decisions:

- We will not request a liquor license or serve wine, etc.
- Barbara Cone will introduce B-CAN and wrap up the program by presenting a year's complimentary membership to Nancy Linde and inviting participants who are not current members to join.
- Barbara, Linda, Ellen Bick, and Molly will meet with Julie Washburn at the Senior Center to review logistics of the event. Molly will attempt to schedule the meeting for late April, so there is time to make adjustments before the event, as needed.
- Paper and pens/pencils will not be needed at the tables – responses will all be oral.

Questions / issues / to dos:

- Karen will talk with Ruthann Dobek about how to respond to non-members who arrive at the event unable to buy a \$10 ticket.
- Confirm that Molly's laptop can access the database during registration (to confirm current membership) – at the April logistics meeting.
- Recruit and confirm volunteers from the full Membership Committee, the Steering Committee and others to staff Registration, assist Ellen Bick with food pick-up and service, etc. etc. – discuss at April 9 committee meeting.
- Ask David and Melissa for script used at 2017 event (Molly) and ask them to help pick up food (Molly).
- Assign a volunteer to each table – Molly.
- Determine whether AV set up works with Nancy Linde's equipment (Linda will ask her if she has a cable that connects Apple equipment to PC-based cables, and if not research purchasing a cable).
- Contact Booksmith about selling books (Linda will follow up earlier inquiry). Book sale would be planned for the end of the event.- DONE – Booksmith will sell books

- Contact Communications Committee about press release and newsletter coverage (Molly will follow up with Elenore Parker for media relations and with Ruth Seidman and Carol Caro for the newsletter).
- Decide whether to have snacks available on each table – at April 9 meeting.
- Develop flyer and email invitation. (Linda will draft, Molly to edit/review).
- Schedule email blast(s) – review proposed timing at April 9 meeting.
- Print flyers.
- Acquire \$10 bills for change. Determine whether a cash box is available.
- Develop a detailed timeline after reviewing 2017 model (Barbara, Linda)
- Develop introductory and closing scripts (Barbara, Molly)
- Complete plans for food and beverages, recruit volunteers as needed (Ellen).
- Complete plans for registration and recruit volunteers as needed (Molly).

Next meeting: Membership Committee meeting April 9, 3-4:30 at the Senior Center – all “to-dos” complete by then.