

UNITY BREAKFAST

Meeting 02/12/24

Meeting Attendance

Tim – Chair

Sue C – Volunteer Chair

Maureen – Al Anon Liaison

Jenna W – Graphics Chair

Phil N – Speaker

Brittany – Secretary

John V – Service Chair

Christin – Printing

Kasey – Treasurer

Michael

Brittany – Secretary’s Report:

Shared secretary’s report from last meeting

Motion made to accept secretary’s report, 2nd – report passed as presented.

Kasey – Treasurer’s Report:

Kasey shared Treasurer’s report which included the following;

- Sold 703 tickets
- Total in Acct: \$29, 971.04
- Owe EW - \$27,120.00
- Seed Money - \$1500
- Matri Dee - \$1758
- Printing - \$150
- Sound - \$250
- Interpreter - \$47

Total Difference: \$853.96

Jenna shared that email blast for scholarship tickets should go out today so its two weeks before ticket sales are closed on February 25th.

Need to give EW the final head count by March 3rd

Need to close ticket sales by February 25th so that Melissa has time to create the seating chart, send ppl their table numbers and send to EW.

Question – how do we close the gap if the expenses keep raising as ticket sales raise?

Question – what in the ticket price is for expenses? Kasey shared its roughly \$7 per ticket for expenses

Balance due to EW and matridee tip changes as the ticket sales raise.

Tim shared that the Spanish speaking meeting did not reach out and he cant get InTouch with anyone.

16 tables still available for purchase – Tim suggested to increase amt of general admissions but Kasey shared that will increase our strip fees since we are charged per transaction

- (3) tables to be purchased still by committee members
- Tim shared more people are still waiting to purchase their tickets

Motion made to accept the treasurer's report, 2nd. – report passed as presented.

Suzanne – Volunteer Chair

Sue shared that all volunteers to meet at EW at 7am the day of the event if they have not followed the instructions to go on whats app chat.

Question – Does it matter what stamp it is and if the stamps are all the same? Committee agreed that the stamp can be anything and doesn't have to match.

Tim suggested that we need 6 ppl scanning people in and stamping them at the registration tables – committee agreed

Sue shared 4-5 volunteers at each door to help ppl to their seats.

John V – Service Table Chair

John confirmed to Brittany for last meeting's report that CPC and Devon are the same

John V confirmed that 12 tables are committed for service tables.

Question - what time to tell the service tables to set up – Phil suggested to have the service tables set up earlier to make sure they have enough time

Committee agreed that the service tables should come to set up between 7AM-7:30AM to make sure they have enough time before people start arriving.

Tim shared that Kasey and him met at EW

- Jenny signed the existing contract to show we are committed to tables of 10 not 12.
- EW confirmed we can NOT get in the night before to set up
- Kasey shared that Jenny mentioned she needs to collect money for contract minimum for at least 300 ppl before the event
- March 3rd – seating chart, head count and minimum payment due to EW

Kasey shared seating chart drafted from previous years showing a total of 5 registration tables

- Tim said Jenny said there are still areas available for additional service tables if needed (1 or 2)
- Tim shared that they made sure all coffee tables will not run out of coffee or milk
- Committee will have 6AM morning access inside the room
- Kasey said Jenny asked for timeline to be provided so staff knows what's happening for the event and can be prepared

Jenna – Graphics Chair

Jenna shared that she sent Christin the bookmark to be printed

Jenna shared that she spoke with Christian about the QR code

- Once the tickets are done being sold, they will put the graphic on that page
- John V shared the itinerary is on the website
- Jenna shared the bookmark that Christin is being printed
- Christin shared she should have bookmarks by the next meeting

Tim shared the SIA did reach back on Jan 8th to request a plug as part of the opening statements.

John V shared that SIA will be made aware of the time limit.

Christin confirmed guys from the eye opener bring the banners the morning of.

Kasey to reach out to Melissa in what's app chat to follow up about email blast for scholarship tickets.

We only have 6 general admission sales available.

Motion made to open up ticket sales and add a table to general admission, 2nd – motion passed

OLD BUSINESS

- Tim (Chair): to ask EW the following questions at site meeting;
 1. Can we set up Sat night before the event?
 2. How many service tables we are allowed?
 3. Confirm the contract with EW is updated to show tables of 10 instead of 12
 4. Confirm EW should be give us a floor plan in pdf & PowerPoint so we can create the seating chart
- Tim (Chair) to reach out to Christian to check in with Jenna & John regarding QR code
- Melissa to reach out to Spanish speaking assembly to see If they are coming to the event and buying a table
- Melissa to send email blast (2) weeks prior to event with Christian to make an announcement regarding scholarship tickets.
- John V to reach out to committees who have service tables and let them know the time they are able to set up and when they can open their tables.
- Jenna (Graphics Chair) & John V (Service Table Chair): To design the bookmark and program - John V (Service Chair): to reach out to SIA to discuss service tables and what they need.
- Committee agreed to start meeting weekly – Monday at 8pm until the Unity Breakfast Event
- Accessibility: Still TBD if it is applicable on the website. Christian to confirm
- Suzanne (Volunteer Chair): To confirm what hand stamps she has and what she is bringing - Final head count and seating chart is due March 3rd to EW
- Closing table sales on February 25th!!!!
- Need to discuss final tickets sales and how many to keep open for General Admissions
- Committee needs to finalize itinerary with times

NEW BUSINESS

- Committee agreed to have service tables set up between 7-7:30AM and John V to let them know
- Melissa to send email blast tonight or tomorrow for scholarship tickets to meet our ticket sales closing date of 2/25
- EW confirmed they will need the seating chart, final head count, minimum payment due for at least 300 ppl by March 3rd.
- EW requested to be given copies of the timeline for the event to provide to staff
- Add SIA to itinerary to speak during opening statements – John V to give them time limit
- Committee needs to finalize timing of event

- Melissa to confirm if she spoke to Spanish speaking assembly
- Zoe to confirm if she was able to find someone who does ASL

Closed meeting with the serenity prayer