

Rotary District 7780 Conference Committee Meeting Notes
April 24, 2017

Present: Brad, Marge, Andy, Dave, Lawrence, John, Scott, Ann, Nancy H

Minutes of April 6, 2017 were approved.

SERVICE PROJECTS

Outdoor – trail clean-up on a trail close to the Samoset

Indoor – make signs and banners for a new organization which is tackling opioid misuse

FINANCE

- Need list of checks that will be needed before and at the Conference
 - Prepare ahead of time:
 - Entertainer fee - Juston McKinney
 - Speaker fee to Alex - \$1,200
 - Donation to Brunswick Trinidad Sister City Association - \$500
 - Samoset*
 - Need to write checks at the Conference:
 - Literacy Award winners**
 - Samoset balance
- * Andy to check on specifically how much we need to pay ahead of time and exactly when it's due;
- ** Undecided yet as to whether we will have the 4-Way Test participants actually come to the Samoset or decide the winner at the preliminary competition on May 3 – so far there are only 2 entries.
- 1099's? Dave Underhill to check with Patty Rice on whether we will have to issue 1099-MISC (& get their SSN) for the payments to Alex and Juston

FACILITIES –

- Guest rooms – we have met our commitment
 - They are keeping the discount but they have removed the block of rooms, so the message to people who haven't reserved a room is that they're not guaranteed to get a room, and reserve your room asap because the discounted rate could go away at any time.
- Arrangements – Andy is checking out the fees for renting tables, AV equipment, etc.
- Major Donor reception – will be in the same space as House of Friendship. Need to order hors d'oeuvres (but there will be cash bar). So far 15 have responded "yes" and 40 have not responded.
- Meals – need to nail down exactly how many meals the Conference is paying for – Andy will put a list together. Also need to know food allergies for all free meals, as well as meal choice for Saturday night. Marge is collecting this information.
- D7790 – no idea how many will be attending – our conference registration is not on their website. However they were not able to fill up a bus to go from Rockland to their conference in Quebec, and it is expected that some Rockland area Rotarians may come to part of ours instead.

- Set-up on Thursday – Andy to check on whether there are any events taking place Thursday so that we will know how early we can come and set up.
- ***Need to have a conference call – Brad, Marge & Jeff with Connie, the GM of the Samoset to negotiate our contract.*** Key points:
 - We agreed to room rates based on the premise/promise that the hotel was being renovated.
 - They are offering a spring promotion on dates surrounding the conference that are lower than the conference rate.

We will ask them to come down on the minimum expenditure on meals since it is unlikely that we will be able to meet it.

FOOD DRIVE

- Barb made up a promotional piece – it is on the website. Marge will send it out to the District and we will also put it in the District newsletter.

PRESIDENT'S REPRESENTATIVE

- Carolyn Johnson will be the Pres. Aide. Jeff will do a gift basket for him. He will be flying in Wednesday and has been invited to stay at Carolyn's home Thursday night. Carolyn will bring him up to Rockport on Friday morning.

PROGRAM

- Printing – Ann got a quote of \$157.90 for 6 boards. Owner of Elite Printing is on vacation but can give us a great price. Andy also provided the name of a printer who gives Rotary discounts.
- Easels – Andy has 4; Marge has 2
- Andy to provide names of rooms where events will take place and fill them in on the program before passing it on to Ann to have printed.
- Trivia – Nancy to write questions and coordinate with Marge on the details about when to present them and how/if to keep score.

GOLF

- See email that Marge sent on behalf of Lawrence. 4 people have already signed up!

WALK/RUN

- Ann is on top of this – she will coordinate with Rick at the Samoset. We will provide unofficial times, but it is NOT a race.

SPONSORS

- Waiting for Jeff to provide list.

SERGEANT-AT-ARMS

- Tentatively Dave O'Brien (not sure if he's bringing Jerry Remy with him or not) – should be confirmed shortly.

MARKETING

- Everything on track

AV

- Brad has one screen from work; Jeff can provide a second screen.
- Curt needs to coordinate with Donna to get her presentation ready.

WEBSITE

- Any issues – no.

REVERSE RAFFLE

- John is finalizing a letter to send out to everyone in the District to encourage them to participate – need to add more prizes in the letter.
- 20 tickets “sold” so far.
- Can purchase ticket by changing your registration online, or by emailing George Rice.

REGISTRATION

- 90 registered as of meeting time.
- On May 1 we will extend the deadline by a week.

HOUSE OF FRIENDSHIP

- Will be under control by the time of the Conference.

NEXT MEETINGS

May 4 (Thursday) – at 5:30 - conference call

May 11 (Thursday) – at 5:30 - conference call