

FINAL minutes, Development Committee, July 9, 2013

Present voting members: Allen Levy, Bob Kerns, Evelyn Bless, Libbie Jae

Absent voting members: Craig Nowicke, Nancy Stearns, John Miley

Also present: Ellia Sliwiak

Nonvoting members absent: Paul Berg, Todd Dunkle, Pat Keeley

Chair Evelyn, minutes Libbie

Called to order 3:05 p.m.

Adopt June minutes:

Allen made the motion to adopt the June meeting minutes and Bob seconded.

Accepted unanimously.

This meeting was devoted to committee reports and questions about the FriendRaiser. Since Todd and Paul were not present, we captured questions that need to be answered. Only Ellia's committee has met; we need the other committees to meet BEFORE next month, and we need to get questions answered.

Action item: Committee chairs or responsible persons are to email answers to as many questions as possible before August meeting to all persons listed above.

Action item: All committees will report next month.

Report on Committees

Invitation Committee

(Nancy/Todd cochairs)

Questions:

1. Have we received responses from donors?
2. Are they compiling a list of potential invites?
3. Have they sent out a Save the Date?
4. What is the plan for succession of invitations? (save date, invitation, followup rsvp reminder/reminder?)
5. Are invites going out from the Committee as a whole or the individuals who suggested their name?
6. RSVP to whom? By when?
7. Have they decided on table seatings?
8. Are they writing the envelopes by hand? We think they should.
9. What will the event be named?

Visions of Future

Celebrating Friendships

CCC's Visions of the Future

Breakfast and Learn

Partners in Friendships

Breakfast and Learn: Partners in Friendships

We suggest this name and wording:

“You are cordially invited to the Carrollwood Cultural Center to celebrate “Breakfast at the Center.” Come and experience the Center! We are sharing our first five years of successful growth and our visions for the future.

Program (this is Todd--Ellia’s committee will work most closely w him):

1. Times to start program/breakfast – and put them on the invite? 8:00am to 9:00am?
2. What is the program?
 - Must be done in an hour. Video should be 15 minutes: b/c the hour must include: time to initially socialize, get & eat breakfast, see video, speakers, to say good-bye and thanks – and leave. People may come in late, be settling in: can’t start right away.
 - Video 15 minutes – each speaker 5 minutes only–Paul and Todd???
 - (Paul – thank Board members and thank people for coming)
 - Have Mary Margaret play piano on stage while people come in and be seated. (Ambiance)
 - Series of pictures looping on screen and piano playing while people are coming in?

Decorations and Set-up Committee

Ellia chair (report and discussion)

- Lobby w/ fresh flowers and each table w/ flowers. (Budget?)
- Black tablecloths and napkins
- Silverware – no plastic. CCC needs to purchase – Stainless steel – or nicer. What budget for this purchase? Possible source for silverware: E-Bay and restaurant wholesale places - on Armenia or Florida by Lloyd’s glass.
- CCC folders: on table at each place. Or hand them going out? Volunteers to make up folders – need 80. Include membership – all about the Center - new issue of Centerpieces – . Need to have some madeup folders set aside. Important to have folders available in lobby on a continuing basis—have volunteers do this (we should ask Ruth).
- Door prize: One-year membership as a door prize or a free class? – Class may be preferable bec/ keeps them coming in; membership doesn’t help if you don’t come.
- For individual favors – each guest given 2 tix to a Center event – which events???? (Jazz w Jim/BJ Jazz band?) - include a card for what the tix can be applied to....
- CD given guests of what Craig Nowicke is making up or other, e.g. Craig Hartfield, Music Remembered
- No donation box on tables
- No tour –but display work from classes in anterooms
- No pottery on tables
- Where will speakers stand? On stage? Podium or casually talking on stage? OR Paul & Todd standing amongst the tables and talking casually? (We prefer this. Use hand held mike.)
- We’d like sign saying Welcome to Center – and collage of photos for lobby. Ellia will do collage if Bob gives her photos. Who will do the sign? Can we delegate to Adrienne: same place that does banners?
- Maybe have photos in continuous loop on tv instead or in addition? Someone must take the time to sort through all the photos, put into slideshow. Who will do this?

Summary of questions:

1. Budget for flowers and silverware?
2. Who is responsible for purchasing flowers, silverware, doing lobby sign, doing a collage, sorting and assembling a photograph show for TV?
3. What will green folders contain? Who determines content? Will Ruth and volunteers take responsibility for getting them assembled?
4. Door prize/favors?
5. Speaker placement?
6. What other responsibilities for setup/takedown need to be clarified?

Food Committee

Allen chair

1. Plated? Or buffet? Probably buffet –
2. Do we know caterer? TBD?

Simple & classy –food set up time at 7:30

Clean-up Committee

Not set up yet.

1. Will this be responsibility of Decorations and Setup or of Food?

Video Committee

Craig chair

1. What is the schedule to meet w/ Craig? – (per Bob) - wants a schedule to give his photographs to Craig.
2. Other meetings on choosing photos from Bob’s archives – are these meetings planned?
3. Who (and when) is going to do the sorting of the photos?

Bob’s job is to photograph the event.

Meeting adjourned 4:20 p.m.

The next Development Committee Meeting will be **Tuesday August 20th** at 3pm – third Tuesday instead of second Tuesday.

Minutes of the Decorations/Setup committee meeting are below:

**CARROLLWOOD CULTURAL CENTER
 “FRIEND RAISER” October 18, 2013 – 8AM to 9AM
 DECORATIONS / SET-UP COMMITTEE MEETING
 6/24/2013**

Attendees: Todd Dunkle, Terry La Rosa, Edna Parker, Allen Levy, Ellia Sliwiak

Absent: Dee Lehner

Open Discussion started @ 2PM:

Todd explained why the Center is having this “Friend Raiser” event and what the Center is trying to accomplish.

The committee agreed to decorate the lobby with fresh flowers and in the theater have black tablecloths / napkins and fresh (fall) flowers as center pieces for the tables.

Setup place settings with silverware (need to purchase silverware and the silverware can be used for future events). We checked on the plates, cups, glasses and we have plenty of them, but in checking for vases, not available.

On the table. have Carrollwood Cultural Center information folder about the Center, etc. Also add to the folder, a pen and tablet with CCC on them.

Suggested a one (1) year membership as door prize. Also suggested, was to give each guest two tickets to events during the year.

Giving a CD was favorable, but a donation box not favorable.

Adjourned: 2:45PM

Ellia Sliwiak
Chairperson
June 24, 2013