

Notes from the J&J call April 7, 2019

Call began at 8:05 pm

Present on the call: Links Ginger Waters, Hillary, Donna Dozier Gordon, Anika, Javette, Ginger McKnight Chavers, Dozene, Penelope

- I. Financials
 - a. Link Lisa sent out a spreadsheet with updates on ticket and ad sales.
 - b. Link Hillary noted that she has received notice for 3 ads. She is awaiting information from Veekast regarding how to get ads to the company. Link Donna agreed to review the Paypal site to change the payment options for ads. (Note this was completed after the call on Sunday night)
 - c. Chapter members wanted to know how they will get credit for ads if the ads are submitted individually. Link Hillary will determine how to ensure appropriate credit is given.
- II. Head shots and bios
 - a. Received for Andrea Stewart Cousins and the Wartburg **Still need head shots and bios for Colgate.**
- III. Artists
 - a. A fifth artist has been identified, Khalid Sabree. Link Michelle is finalizing the contract with him.
 - b. The committee will reach out to all artists for pictures and bios. Those artists who were with us in the past may be able to use the bios/head shots from previous years.
- IV. Social Media/publicity
 - a. Link Dawna has the most robust social media connections
 - b. A press release has been developed and appeared in the County Press on April 4; Outreach is being conducted to local magazines, papers, News 12, and community desks at local networks.
 - c. Discussion ensued about targeted PR for the artists to attract an audience interested in specific artwork.
- V. Decorations
 - a. The committee is working with Link Pat Hurlock
 - b. Committee understands that any items placed on the trees must not damage the trees and must be able to be removed quickly. Currently the thinking is that it would be a couple of musical notes
 - c. Photos of the table settings were sent.
 - d. Links Dozene and Penelope have acquired the key to the storage unit. They plan to inventory the vases and other items that can be used for decorations. It was mentioned that we won't have time to pack up vases at the end of the event, and thus we may want to give them away. Link Penelope noted that some vases may not be ones we own. The committee will continue to work on this.
- VI. The Stroll

- a. Link Karen Young sent an email noting that she has come up with a simple stroll for chapter members to enter the ball room.
 - b. She is in the process of choosing the music. Rehearsal is scheduled after the chapter meeting and right before the event.
- VII. Menu
 - a. Link Gundy sent an email noting that she will have an update this week.
- VIII. Link Javette confirmed that she is working on lists for registration. We also discussed her staffing needs on the day of the event and noted the interest in having a “solutions” center to handle unique issues.

Call ended at 8:40 pm