

# JAVA AND JAZZ 2019

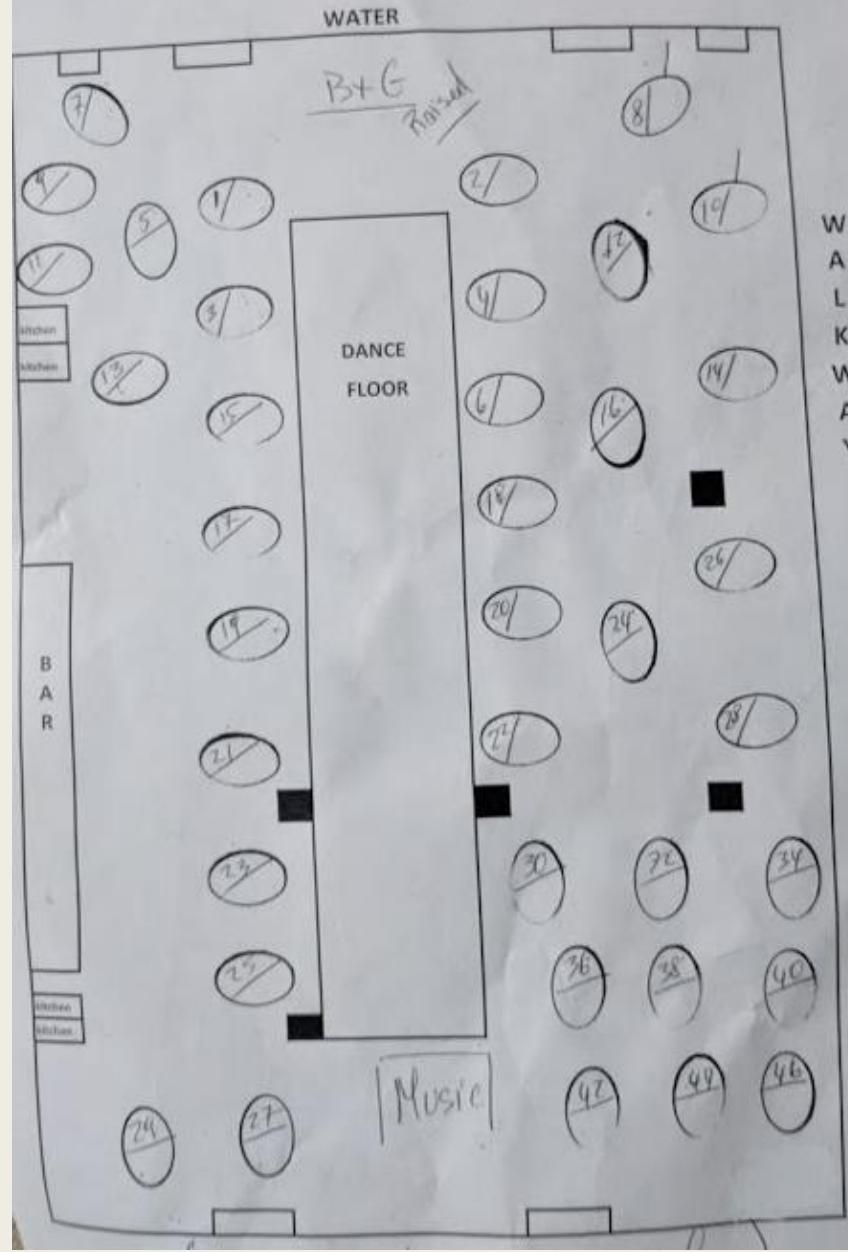
January 24, 2019

# SURF CLUB

- Contract signed
- Site Visit to venue was January 8, 2019.
- Next payment : \$7700 in January; \$5775 due in April
- Tables of 10 and /or 12 can be set up
- Decisions needed on how seating will be assigned
- Dance floor will be reduced in size from sketch
- Questions:
  - *Will venue staff serve alcoholic coffee? Can coffee be served throughout the event?*
  - *Will there be fixed food stations as well as passed hors d'oeuvres at reception?*
  - *Will there be an open bar in the ballroom (or cash bar or ticket based drinks?)*

# Grand Ballroom

NAME OF EVENT: \_\_\_\_\_ DAY: \_\_\_\_\_ DATE: \_\_\_\_\_  
INVITATION TIME: \_\_\_\_\_ CEREMONY TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_



# Communications, IT Virtual Journal Committee

- Save the Date card:
  - *Save the date available to chapter*
  - *Need to have working link on website—Decision needed on using Foundation for tax write off -Chapter meeting Jan 26*
- Invitations
  - *Text has been sent to Colgate for design*



# Save The Date

**Sunday, May 19, 2019**

**The Westchester County (NY)  
Chapter of The Links, Incorporated  
"Java & Jazz"**

**The Surf Club On The Sound  
New Rochelle, NY  
12:00 pm - 4:00 pm**

**Invite to follow**



*Westchester County (NY) Chapter*

[www.westchestercountylinksinc.org](http://www.westchestercountylinksinc.org)

| Projected Expense Budget vs. Historical - Java and Jazz, 2019 |                   |                          |                         |                      |                           |                |                       |  |
|---|-------------------|--------------------------|-------------------------|----------------------|---------------------------|----------------|-----------------------|--|
| Expenses  | 2015              | 2017                     | 2019                    | Diff                 | % CHG                     | Diff           |                       |  |
|   | VIP<br>380 @ \$60 | Mamaroneck<br>405 @ \$60 | Surf Club<br>350 @ \$55 | 2019 - 2017<br>Level | 2019 - 2017<br>In Percent | 2019<br>Actual | 2019<br>Proj - Actual | Description  |
| Catering /Venue Expenses                                      | \$22,800.0        | \$24,300.0               | \$19,250.0              | -\$5,050.0           | (20.8)                    |                |                       | Top Shelf open bar X 1 hr/Signature drink (included) based on  |
| Vendor Meals X 7  |                   |                          | \$350.0                 | \$350.0              |                           |                |                       | Vendor Meals + helper  |
| Link Foundation Fees  | \$50.0            | \$50.0                   | \$50.0                  | \$0.0                | 0.0                       |                |                       | GUEST PAYMENTS/FINANCIAL   |
| Payment to Artists for Sales                                  | \$10,036.7        | \$10,036.0               | TBD                     |                      |                           |                |                       | ARTS   |
| Musical Entertainment (Jazz Band                              | \$4,400.0         | \$2,800.0                | \$2,800.0               | \$0.0                | 0.0                       | \$2,400.0      | \$400.0               | ENTERTAINMENT - Booker/ Sonny will perform for 4 hours beginning at noon. \$200 is compensation for the one-hour   |
| Stipend for Student Musician                                  | \$200.0           | \$200.0                  | \$200.0                 | \$0.0                | 0.0                       |                |                       | ENTERTAINMENT  |
| Stipend for Student Artist                                    | \$0.0             | \$200.0                  | \$200.0                 | \$0.0                | 0.0                       |                |                       | ENTERTAINMENT  |
| Photography   | \$625.0           | \$700.0                  | \$700.0                 | \$0.0                | 0.0                       | \$875.0        | -\$175.0              | PHOTOGRAPHY  |
| Decorations   | \$1,125.0         | \$2,300.0                | \$2,000.0               | -\$300.0             | (13.0)                    |                |                       | DECORATIONS - tables, event area and   |
| Printing and Postage (Invitations)                            | \$0.0             | \$2,500.0                | \$950.0                 | -\$1,550.0           | (62.0)                    |                |                       | INVITATIONS  |
| Signage   | \$0.0             | \$2,500.0                | \$1,000.0               | -\$1,500.0           | (60.0)                    |                |                       | COMMUNICATIONS   |
| Insurance   | \$350.0           | \$350.0                  | \$350.0                 | \$0.0                | 0.0                       |                |                       | GUEST PAYMENTS/FINANCIAL   |
| Unlimited Coffee and Dessert Bar/ Enhanced Reception          | \$0.0             | \$4,400.0                | \$4,400.0               | \$0.0                | 0.0                       |                |                       | CO-CHAIRS  |
| AV Media  | \$0.0             | \$4,000.0                | \$3,455.0               | -\$545.0             | (13.6)                    | \$3,141.0      | \$314.0               | Rental (65" LED TV Screen (4), six speaker sound system, 100 Ft 20-24 channel audio snake, and wireless mic (2) w/ |
| Journal/ Virtual Journal (FundAMeter)                         | \$3,050.0         | \$1,000.0                | \$3,150.0               | \$2,150.0            | 215.0                     | \$3,150.0      | \$0.0                 | DEVELOPMENT  |
| Save the Date   | \$234.0           | \$300.0                  | \$0.0                   | -\$300.0             | (100.0)                   |                |                       | COMMUNICATIONS   |
| Thank you tax letters Postage                                 | \$0.0             | \$125.0                  | \$125.0                 | \$0.0                | 0.0                       |                |                       | GUEST PAYMENTS/FINANCIAL   |
| Expenses for National President (Airfare, hotel, gift         | \$2,775.0         | \$0.0                    | \$0.0                   | \$0.0                | 0.0                       |                |                       |  |
| Expenses Regional VP  | \$0.0             | \$1,300.0                | \$0.0                   | -\$1,300.0           | (100.0)                   |                |                       | CO-CHAIRS  |
| Miscellaneous   | \$475.0           | \$100.0                  | \$0.0                   | -\$100.0             | (100.0)                   |                |                       | DEVELOPMENT  |
| <b>Total Savings</b>  |                   |                          |                         | <b>-\$8,145.0</b>    |                           |                | <b>\$539.0</b>        |  |
| <b>Sub Total Other Expenses</b>                               | <b>\$22,845.7</b> | <b>\$32,861.0</b>        | <b>\$19,730.0</b>       | <b>-\$13,131.0</b>   | <b>(40.0)</b>             |                |                       |  |
| <b>Total Expenses</b>   | <b>\$45,645.7</b> | <b>\$57,161.0</b>        | <b>\$38,980.0</b>       | <b>-\$18,181.0</b>   | <b>(31.8)</b>             |                |                       |  |
| Contingency @ 5% of Other Expenses Budget                     | \$0.0             | \$1,643.1                | \$1,973.0               | \$330.0              | 20.1                      |                |                       |  |
| <b>Total Expenses plus Contingency</b>                        | <b>\$45,645.7</b> | <b>\$58,804.1</b>        | <b>\$40,953.0</b>       | <b>-\$17,851.1</b>   | <b>(30.4)</b>             |                |                       |  |

### Projected Expense Budget & Dollars Spent - Java and Jazz, 2019

| Expenses  | 2019<br>Projection | Signed<br>Contract | Diff<br>2019<br>Proj - Contract | Dollars<br>Spent<br>As of 12.29 | Dollars Spent<br>Description  |  |
|---|--------------------|--------------------|---------------------------------|---------------------------------|---|--|
|   |                    |                    |                                 |                                 | Description   | Dollars Spent<br>Description   |
| Catering /Venue Expenses                              | \$19,250.0         |                    |                                 | \$2,500.0                       | Top Shelf open bar X 1 hr/Signature drink(included) based on \$55(7) vendors  | The second deposit is due in January \$7,700 and April \$5,775                                       |
| Vendor Meals X 7                                      | \$350.0            |                    |                                 |                                 | Vendor Meals + helper   |  |
| Link Foundation Fees                                  | \$50.0             |                    |                                 |                                 | GUEST PAYMENTS/FINANCIAL OBLIGATIONS  | Guest Payments and Financial Operations  |
| Payment to Artists for Sales                          | TBD                |                    |                                 |                                 | ARTS  | Artists Committee  |
| Musical Entertainment (Jazz Band                      | \$2,800.0          | \$2,400.0          | \$400.0                         | \$500.0                         | ENTERTAINMENT - Booker/ Sonny will perform for 4 hours beginning at noon. \$200 is compensation for the one-hour reception and the balance for the remainder of the event through 4:00 pm   | Deposit  |
| Stipend for Student Musician                          | \$200.0            |                    |                                 |                                 | ENTERTAINMENT   |  |
| Stipend for Student Artist                            | \$200.0            |                    |                                 |                                 | ENTERTAINMENT   |  |
| Photography   | \$700.0            | \$875.0            | -\$175.0                        |                                 | PHOTOGRAPHY   |  |
| Decorations   | \$2,000.0          |                    |                                 |                                 | DECORATIONS - tables, event area and honorees   |  |
| Printing and Postage (Invitations)                    | \$950.0            |                    |                                 |                                 | INVITATIONS   |  |
| Signage   | \$1,000.0          |                    |                                 |                                 | COMMUNICATIONS  |  |
| Insurance   | \$350.0            |                    |                                 |                                 | GUEST PAYMENTS/FINANCIAL OBLIGATIONS  |  |
| Unlimited Coffee and Desert Bar                       | \$4,400.0          |                    |                                 |                                 | CO-CHAIRS   |  |
| AV Media  | \$3,455.0          | \$3,141.0          | \$314.0                         | \$2,516.4                       | Rental (65" LED TV Screen (4), six speaker sound system, 100 Ft 20-24 channel audio snake, and wireless mic (2) w/ stands & labor and delivery and pickup minus 10% discount \$2640 + \$850 | Deposit renegotiated to 40% (\$2,516.40) with 30% due in April and remaining balance due on May 19th |
| Journal/ Virtual Journal (FundAMeter)                 | \$3,150.0          | \$3,150.0          | \$0.0                           |                                 | DEVELOPMENT   | Total cost for AV & FundAMeter is \$6,291.0  |
| Save the Date   | \$0.0              |                    |                                 |                                 | COMMUNICATIONS  |  |
| Thank you tax letters Postage                         | \$125.0            |                    |                                 |                                 | GUEST PAYMENTS/FINANCIAL OBLIGATIONS  |  |
| Expenses for National President (Airfare, hotel, gift | \$0.0              |                    |                                 |                                 |   |  |
| Expenses Regional VP                                  | \$0.0              |                    |                                 |                                 | CO-CHAIRS   |  |
| Miscellaneous   | \$0.0              |                    |                                 |                                 | DEVELOPMENT   |  |
| <b>Total Savings</b>                                  |                    |                    | <b>\$539.0</b>                  | <b>\$5,516.4</b>                |   |  |
| <b>Sub Total Other Expenses</b>                       | <b>\$19,730.0</b>  |                    |                                 |                                 |   |  |
| <b>Total Expenses</b>                                 | <b>\$38,980.0</b>  |                    |                                 |                                 |   |  |
| Contingency @ 5% of Other Expenses Budget             | \$1,973.0          |                    |                                 |                                 |   |  |
| <b>Total Expenses plus Contingency</b>                | <b>\$40,953.0</b>  |                    |                                 |                                 |   |  |

| Projected Revenue - Java and Jazz, 2019  |                    |                      |                |                      |                        |                        |            |
|--|--------------------|----------------------|----------------|----------------------|------------------------|------------------------|------------|
| Line Item  | 2017               | 2019                 | 2019<br>Actual | Diff                 | Diff                   | % CHG                  |            |
|  | Actual<br>Revenue  | Projected<br>Revenue |                | 2019 - 2017<br>Level | Actual - Proj<br>Level | 2019 - 2017<br>Percent |            |
| Ticket Sales   | \$48,090.0         | \$36,450.0           |                | -\$11,640.0          |                        |                        | (24.2)     |
| Donations/ FundAMeter  | \$1,165.0          | \$20,000.0           |                | \$18,835.0           |                        |                        |            |
| Sponsorships   | \$60,000.0         | \$63,500.0           |                | \$3,500.0            |                        |                        | 5.8        |
| Colgate - three tables, donation, floral step & repeat, music, photographer, lighting, catering/ enhanced reception, graphics (save the date, invitations, and sponsorship package, 500 give-a-ways) | \$24,000.0         | \$24,000.0           | \$40,150.0     | \$0.0                | \$16,150.0             |                        | 0.0        |
| Fareri Family  | \$20,000.0         | \$0.0                |                |                      |                        |                        |            |
| Morgan Stanley   | \$10,000.0         | \$0.0                |                |                      |                        |                        |            |
| Entergy  | \$3,000.0          | \$0.0                |                |                      |                        |                        |            |
| Share NY   | \$3,000.0          | \$0.0                |                |                      |                        |                        |            |
| Other Sponsors - 2019  | \$0.0              | \$35,000.0           |                |                      |                        |                        |            |
| Grass Roots  | \$0.0              | \$4,500.0            |                |                      |                        |                        |            |
| Silent Auction   | \$1,575.0          | \$2,000.0            |                | \$425.0              |                        |                        | 27.0       |
| Art Sales (Gross) Net Profit   | \$23,749.0         | \$23,749.0           |                | \$0.0                |                        |                        | 0.0        |
| Book Sales   | \$80.0             | \$0.0                |                | -\$80.0              |                        |                        |            |
| Journal/ Ads   | \$800.0            | \$0.0                |                | -\$800.0             |                        |                        |            |
| <b>Total Expenses</b>  | <b>\$135,459.0</b> | <b>\$145,699.0</b>   |                | <b>\$10,240.0</b>    |                        |                        | <b>7.6</b> |

# On site fundraising

- Contract with VeeKast has been signed
  - *VeeKast demo of fundameter to be scheduled for Feb meeting*

# Artists sub committee

- We have identified and retrieved the contact information/contract forms for all of the artists that previously participated. 4 Artists have given verbal agreements: Joyce Williams, Tafa, Alvin Clayton, Joe Cabbinah. The Arts facet is pursuing one more artist
- Student artist Maya will exhibit work but will not sell.
- Contracts need to be issued and signed

# Sponsorship sub committee

- Work on sponsor packages has begun
  - *Drafts have been sent to designer*
- Grassroots & Ads
  - *We are asking each member to procure at least one \$100 ad*
    - The ad may be from a small business or a personal ad
    - The journal/ ads component raised \$800 in 2017; we are now asking for \$4,500
- Honorees
  - *Senator Andrea Stewart Cousins – Trailblazer Award*
    - Senator has agreed to honor
    - Link Delores has the bio and headshot
  - *The Wartburg Home – Community Partner Award*
    - Wartburg has agreed to be honored
    - Link Earlene is the contact
  - *Colgate Palmolive – Corporate Citizenship Award*
    - Link Dawna is the contact
    - Colgate has agreed to be honored

# Entertainment sub committee

- Band selected—Sonny and Company
  - *12 piece band*
  - *Can play jazz and dance music (if needed)*
  - *\$2400 includes vocalist for reception if needed*
- Reception Musician
  - *Can be vocalist provided by Sonny and Company*
  - *Or youth musician, i.e.. Lee Odom*
    - If Lee Odom, would expect musician to be roving among the reception area
    - Link Dianne is to speak with Link Dawna who is funding the reception

# Decorations sub committee

- Reception decorations will be handled by Colgate
  - *Floral Step and Repeat will be in reception space*
- Committee wants to focus centerpieces on coffees from around the world

# Photography

- Two quotes were received :
  - *One for \$875 and one for \$945; both are higher than budgeted. Link Mary is trying to get another quote*
  - *Link Mary has contacted Pat Hurlock who has suggested another photographer.*
  - *Colgate will supply the photographer for the reception.*
  - *Want to ensure we get instant prints at the step and repeat*
- Group Photo will be at 11:30 am

# Registration Committee

- The Committee has begun to meet. They have gotten notes from previous Registration committees

# Guest payment & Financial operations

- The buy button on the Paypal site can contain the same language as last time if we use Foundation.
- Final payments for tickets will be April 20, 2019.

# Seating Committee

- Seating committee has met
- Methodology for priority tables will be discussed
- Committee will need to see space

# Other considerations

- Should chapter members wear the same color?
- Letters requesting proclamations and/or letters of support must go out this month
- Plaques must be ordered