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# NON-PROFIT MEETING AGENDA



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Location: Google Meet

Date: Wednesday, March 5, 2025 - **"5" MORE MEETINGS - "65" DAYS**

Time: 7:00pm (PT)

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## TOPICS TO BE DISCUSSED:

### I. OPENING

- Introduction
- Meeting Goals

### II. ATTENDANCE

- Mickelina Monico
- Mark Monico
- Mary Piraro
- Kenny Piraro
- Denise DeMartini
- Theresa DeMartini
- Nicole Dozier
- Tori Kott
- Kelly Monico-Love

- Janet Monico
- Angie Osborne
- Heather Pacheco
- Raio Salmon
- Heather Snow

## GUESTS

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## INFORMATION ITEMS

- Current Account Balance As of 3/2/2025
  - Actual Balance \$21,590.55 / Bank Balance \$21,487.55
- Celebrity Waiter Update
  - 44 Total
- MaxGiving Update
  - Current Fundraising Balance - \$24,435.00
  - Number of Table Sponsors - “15”
  - Number of Individual Tickets - “10”
- Auction Items
  - Current Item Count (*In MaxGiving*)
    - Silent = 20 / Live = 4
  - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
    - Silent = 25 / Live = 5 + Pending Trips
- Items Passed / Voted On Via Text
  - NONE

## III. AGENDA APPROVAL

- Review Agenda
  - Requests for Any Additions
  - Vote to Approve Agenda

#### IV. PREVIOUS MEETING MINUTES

- Review Minutes
  - Vote to Approve Minutes

#### V. OLD BUSINESS

- Review RFR Timeline

MARCH	Collect Auction Items!!!!		All
5	Board Meeting @7:00 pm		All
6	Begin working on Slideshows (Auction Items - St. Jude Facts - Waiter Bios)		Mick
7	Plaza Race		
8	Lemoore Race		
9			
10	Post on SM program camera ready artwork due date of March 31st.		Heather P.
20			
11			
12			
13	Begin working on Slideshow (Auction Items - St. Jude Facts - Waiter Bios)		Mick
14			
15	Send Email to Drivers - Purchase Tables/Tickets + Hotel Reservations		Mary
16			

- Meeting w/Freddie
  - Discuss Freddie's feedback on trips
  - Next Meeting on Tuesday, March 25th @ 1:15pm
- Update Re: St. Mary's Writing Class
- Meeting w/Tachi
  - Updates Re: Event
    - Champagne will be served by Tachi staff at entrance

- Serve wine to sponsored tables as a possible option
- Guests Gift Baskets - work with us so we can deliver to each room (this way welcome gift is in the room when guests arrive)
- Do we want snacks on Cocktail tables?

## VI. NEW BUSINESS

- Discuss/Review Run of Show
- Play List for Gala
- 2025 Race for Research
  - To Do List

STATUS	ACTION ITEMS	NAME
	Final Notice to Drivers	Mary
	Helium	Heather P.
	Wine	
	FAN (Fund A Need) Rack Cards for Each Place Setting	Mary
Done	Step and Repeat Banner for Entry	Mark/Mick
	Sponsor Banner (Like at PRI)	MP/KP
Ordered	Centerpieces	MP/KP
	Welcome Gift for Guests Staying @ Tachi w/Thank Note + Event/Shuttle Info	
	Prepare a Work Day List of To Do Items!	Mary
	Table Signs (Create/Laminate)	Theresa / Mick
	Checkered Flags for Table Centerpieces	
	Balloons (Need 100 Black ,Red and White)	
	Post Major Sponsors on SM to Show Who's Involved	
	Program Design + Auction Rules Sheet	
In-Progress	Kleenex w/RFR Labels	MP/KP
	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary
	Continue Driver Confirmations	
	Hoosier Decorations	MP/KP
	Table Favors	

STATUS	ACTION ITEMS	NAME
	Check for Presentation	MP/KP
	Assign Table Numbers / Seating Chart	Mary
	Assign Celebrity Waiters to Table #'s	Mary/Heather/Raio
	Layout Table Mapping, Drivers Stations on Floor Map	Mary/Heather/Raio
	Table Sign for Mother's Day Table	
	TIP Tickets (PRINT/CUT)	Nicole
	Dessert Toppers w/Race For Research logo	Mary
	Slide Shows	Mickelina
	Kaleb's Notes / Driver List	Mary/Mick
	Race For Research Flags (5)	Doziers
	Shirts for Race for Research	MP/KP +All
	Print Silent Auction Item Bid Sheets	MAXGIVING
	Easels for Items in Silent	
	Event Set-Up To Do / Duties	Mary
	Print Documents - RUN OF SHOW / SEATING CHART / DRIVER INFO	Mary
	Driver Names for Drawing (16+ Older)	
	Info for Kaci for Mother's Day Driver Names	Mary
	List of Celebrity Waiter Info Names for Kaci	Mary
	Print MaxGiving / Guest Info + Meal	Mary

- Review Items Needed

ITEM	NAME	GOT IT
Balloons (BLACK/RED/WHITE)		
BANNERS FOR EVENT from Sponsors	MP/KP	
BIG Marker (Presentation Check)		
Black Sharpies	MP/KP	X
Business Card Holders for Tori's Cards	MP/KP	
Cellophane	MP/KP	
Champagne		
Colored Stickers (Special Meals)		

Command Strips		
Display Stands	Mark	
Dolly's	MP/KP + Mark	
ITEM	NAME	GOT IT
Duct Tape	MP/KP	
Envelopes for Celebrity Watier Tips	Denise	
Extension Cords		
Gloves (White) - FOR SERVERS		
Glue Guns	MP/KP	
Hand Trucks	MP/KP	
HDMI Cable - Apple Computer		
Helium	Heather P.	
Laminator	MP/KP	
Laminator Sheets	MP/KP	
Laptops	Mickelina/Mark	
Names for Table for Tip Jars		
Paper		
Paper Clips		
Pens		
Phone Chargers	All	
Piano w/Stool		
Poster Holder		
Power Strips / Pig-Tail		
RFR Checkered Flags	Nicole	
Ribbon	MP/KP	
Scissors	MP/KP	
Shipping Tape	MP/KP	
Silver Sharpies	MP/KP	
Snacks for Event		
Stapler	MP/KP	

Steamer for Banner	Theresa	
Step and Repeat Banner for Entry	Mark/Mick	
Sticky Notes		
Table Cloth - RFR (Registration Table)	Mark/Mick	
ITEM	NAME	GOT IT
Table Easels		
Tape (Scotch)		
Tip Tickets and 2-3 Pens for each table		
TRIVIA CARDS / Q&A + ANSWERS FOR AUCTION TABLES		
Tip Jars		
Celebrity Plaques (Citywide Graphics)	KP/MP + Dozier	
Wall Fasteners		
Weights for Step-And_Repeat Banner	Dozier	
Wine		

## VII. OTHER ITEMS

- Open Discussion

## VIII. ADJOURNMENT

### 2025 MEETINGS

(ALL MEETINGS @ 7 PM)

**March 17th (Monday)**

**April 2nd**

**April 16th**

**April 30th**

**May 7th**

**2025 WORK DAYS:**

**Sunday, March 30th**

**Sunday, April 27th**