
NON-PROFIT MEETING AGENDA



Location: Google Meet

Date: Wednesday, April 16, 2025 - **"2" MORE MEETINGS - "23" DAYS**

Time: 7:00pm (PT)

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

-

INFORMATION ITEMS

- Current Account Balance As of 4/14/2025
 - Actual Balance \$34,715.71 / Bank Balance \$32,785.71
- Celebrity Waiter Update
 - 52 Total
- MaxGiving Update
 - Current Fundraising Balance - \$37,935.00
 - Number of Table Sponsors - "22"
 - Number of Individual Tickets - "49" + "2" Comped Tickets
- Auction Items
 - Current Item Count (*In MaxGiving*)
 - Silent = 99 / Live = 7
 - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
 - Silent = 33 / Live = 4
- 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

- Comment Cards
 - Info / Details for Card
- Review RFR Timeline

April	Collect Auction Items!!!!	
16	Board Meeting 7:00 pm P/U Centerpieces	
17	Have Run of Show completed and review with BOD in meeting on the 30th for approvals and or edits. P/U Centerpieces	
18		
19		
20	RSVP + Hotel Deadlines + Mother's Day Basket Deadline Send proposed Run of Show to MC, Auctioneer, Guest Speaker(s), Auction Services, Tachi, for review Easter - Social Media Post	
21	Final Numbers to Tachi	
22		
23		
24	Program to Print	
25	Plaza Race	
26	Plaza Race	
27	Work Day	Mark's House 921 Cashew Way, Fremont
28		
29		
30	Board Meeting 7:00 pm	

- Review / Discuss Run Of Show

- Review ROS and ROS w/Comments
- Sponsor(s) for Race for Research Race
 - Celebrity Waiters - \$250 (Top Finishing Waiter)
 - Need Sponsors for “4” More Classes

VI. NEW BUSINESS

- 2025 Race for Research
 - Updates:
 - REMINDER: Sponsorship Tables/Tickets & Hotel Deadline is April 20th!
 - Items Ordered/Received
 - Costco Gift Cards Purchase
 - Gift Bag Update
 - Thank You Cards Created/Ordered (Donated)
 - Key Chains (Donated)
 - Keizer Tumblers (Donated)
 - Mother’s Day Jewelry-Every Other Bag (Donated)
 - Gift Tags Created/Ordered (Donated)
 - Popcorn w/Label
 - ***Poppin’ with purpose - for the kids of St. Jude!***
 - Program Update
 - Submission Date by 4/25
 - All Donations/Sponsors must be Submitted by 4/20
- Update Re: Meeting w/Tachi
 - Conference Room for Thursday Night
 - Cork Fee \$12 Discount
 - Champagne Service Only or Champagne & Wine
 - Hand Stamp/Bands for 21+

- April 27th Work Day
 - Time?
 - Please Be Sure To Bring All Items w/You
- Update Re: Meeting w/Freddie
 - Heads/Tail Game
 - Next Meeting May 6th @ 1:15pm
- To Do List

STATUS	ACTION ITEMS	NAME	NOTES
	Final Notice to Drivers	Mary	Wk of Event
Done	Wine	MP/KP	
Done	FAN (Fund A Need) Rack Cards for Each Place Setting	Mary	
Done	Step and Repeat Banner for Entry	Mark/Mick	
In-Progress	Sponsor Banner (Like at PRI)	MP/KP	
Ordered	Centerpieces	MP/KP	
Ordered	Welcome Gift for Guests Staying @ Tachi w/Thank Note + Event/Shuttle Info		
Done	Prepare a Work Day List of To Do Items!	Mary	
In-Progress	Table Signs (Create/Laminate)	Theresa	
Done	Checkered Flags		Have some from last year.
Ordered	Balloons (Need 100 Black ,Red and White)	Theresa	
	Post Major Sponsors on SM to Show Who's Involved		
In-Progress	Program Design + Auction Rules Sheet	Theresa	
In-Progress	Kleenex w/RFR Labels	MP/KP	Have Kleenex / Need Labels
	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary	
On-Going	Continue Driver Confirmations	Mary	
	Hoosier Decorations	MP/KP	
Ordered	Table Favors	Mary / Denise	
In-Progress	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	
In-Progress	Table Sign for Mother's Day Table	Theresa	
In-Progress	TIP Tickets (PRINT/CUT)	Nicole	
In-Progress	Dessert Toppers w/Race For Research logo	Mary	
In-Progress	Slide Shows	Mickelina / Theresa	
In-Progress	Kaleb's Notes / Driver List	Mary/Mick	
Done	Race For Research Flags (5)	Doziers	
In-Progress	Shirts for Race for Research	MP/KP +All	
	Print Silent Auction Item Bid Sheets	MAXGIVING	
Done	Easels for Items in Silent	Mark	Have from last year
In-Progress	Event Set-Up To Do / Duties	Mary	
	Print Documents - RUN OF SHOW / SEATING CHART / DRIVER INFO	Mary	
	Driver Names for Drawing (16+ Older)	Theresa	
In-Progress	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	
In-Progress	Lapel Pins	Mickelina	Check w/St. Jude
	St. Jude Mylar Balloons	Mickelina	Check w/St. Jude

○ Review Items Needed

ITEM	NAME
Arch Balloons	Theresa
Balloons (BLACK/RED/WHITE)	Janet
BANNERS FOR EVENT from Sponsors	MP/KP
BIG Marker (Presentation Check)	MP/KP
Black Sharpies	MP/KP
Cellophane	MP/KP
Champagne	Mick/Mark
Colored Stickers (Special Meals)	
Command Strips	

Display Stands	Mark
Dolly's	MP/KP + Mark
Duct Tape	MP/KP
Electric Air Pump	Heather P/Theresa/Heather S
Envelopes for Celebrity Watier Tips	Denise
Extension Cords	
Gloves (White) - FOR SERVERS	Heather Snow
Glue Guns	MP/KP
Hand Trucks	MP/KP
HDMI Cable - MAC	Mick/Mark
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
Poster Holder	
Power Strips / Pig-Tail	
RFR Checkered Flags	Nicole
Ribbon	MP/KP
Scissors	MP/KP
Shipping Tape	MP/KP
Silver Sharpies	MP/KP
Stapler	MP/KP
Steamer for Banner	Theresa
Step and Repeat Banner for Entry	Mark/Mick
Sticky Notes	MP/KP
Table Cloth - RFR (Registration Table)	Mick/Mark

Table Easels	Mick/Mark
Tape (Scotch)	
Tip Tickets and 4 Pens for each table	
TRIVIA CARDS / Q&A + ANSWERS FOR AUCTION TABLES	
Tip Jars	Denise
Celebrity Plaques (Citywide Graphics)	KP/MP + Dozier
Wall Fasteners	
Weights for Step-And_Repeat Banner	Dozier
Wine	MP/KP

- **OTHER ITEMS**
- Open Discussion

VII. ADJOURNMENT

2025 MEETINGS - ALL MEETINGS @ 7 PM

April 30th

May 7th

2025 WORK DAYS:

Sunday, April 27th

RACE FOR RESEARCH - FRIDAY, MAY 9TH

SET-UP BEGINS @ 6AM