

NON-PROFIT MEETING MINUTES FOR

RACE *for* **RESEARCH**

I. OPENING

President: Mickelina Monico

Date: Wednesday, November 20, 2024

Time: 7:00 pm (PT)

Location: Zoom Meeting

- Mickelina called the meeting to order
- Introduction
- Meeting Goals

II. ATTENDANCE

ATTENDEES

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

ABSENCES

- Raio Salmon
- Angie Osborne

III. AGENDA APPROVAL

- Review Agenda
 - **Committee Vote:**
 - Motion to Approve Agenda by Mickelina
 - Seconded by Heather Pacheco
 - APPROVED UNANIMOUSLY

IV. PREVIOUS MEETING MINUTES

- Vote to Approve Minutes from 09/18/2024

Committee Vote:

Motion to Approve Minutes by Mary

Seconded by Mickelina

APPROVED UNANIMOUSLY

V. FINANCE

- Account balance:
 - Bank Balance as of 11/20/2024 = \$4,680.88

VI. OLD BUSINESS

- Writing 400: Writing for Nonprofit Organizations – St. Mary's
 - Update from meeting: Mickelina, Mary, Kenny, and Mark met with Writing 400 Professor. Race for Research will be incorporated into the class. Grants, letters, marketing materials are some of the topics that will be addressed. 2-3 students will be assigned to help RFR to assist us. Our next step will be to confirm what RFR will be responsible for. We will provide a timeline to the professor. Students can always get in touch with Mickelina with questions. If the Board has any ideas of what tasks the students can be given give them to Mickelina. Mary suggested that perhaps they could look the program over as "another set of eyes." These students are writing majors.
- Update on Social Media Posts:
 - Heather has been doing a great job with the social media posts. Mickelina will follow up with Skyler next week. The Celebrity Waiter posts look great. She sent out the questionnaire to them on 10/29 but no one responded. Nicole suggested sending out a separate email asking the Celebrity Waiter questions. She will resend it next week.
- Review/Discuss Race for Research Marketing Package:
 - Theresa revamped the Marketing Package. It looks beautiful. She consolidated it from 10 pages to 3 pages. It will be easier to email and/or print.

CONCERNS:

- ❖ Instead of a banner for each table sponsor we could state that the company logo will be go on a banner with other table sponsor logos. (i.e. 4-5 company logos on one banner).
 - ❖ Full color ads in the program: in the past we did not print color programs. We need to remove this from the marketing package.
 - ❖ All donors in marketing package should be on the slide show regardless of the amount donated.
- Auctions Items:
 - Inputting Auction Items in MaxGiving: Mary did a test. It works perfectly. She was able to update. It automatically went into the auction list. It will cut out all the work that Mary and Theresa did at the work day. It is so

much easier and saves so much time. It will ask for the Donor's name, address, email etc. This information is important for thank you notes, Christmas cards etc.

- January will start a new budget year – Keep that in mind when asking for donations especially for big box stores. (Lowes, Home Depot etc.)
- FSA Auctions: Freddie Silveria:
 - Final Deposit #2 made

VII. NEW BUSINESS

- Non-Profit Accountant for Race for Research: Denise explained that she contacted her personal accountant who is willing to become RFR's non profit's accountant. For \$500 he will fill out the forms that are now due and bring us current.

Committee Vote:

Denise Motioned to hire the accountant to fill out the two forms for \$500 and will also ask him how much he will charge us to do the 2024 taxes

Heather seconded the motion

APPROVED UNANIMOUSLY

- 2025 Race for Research
 - Celebrity Waiter Update
 - Current Driver Count: 35
 - MaxGiving Update/Ticket Sales
 - Ticket Sales: \$5,600.00
 - Tables sold: 2
 - Ticket/Table deadline: 4/21/25
 - Committee Feedback/Ideas for 2025
 - More than 1 work day, possibly 2 or 3
 - 1 for making centerpieces
 - 1 for putting together baskets and organizing auction items
 - 1 for entering all the items *(May not be needed due to MaxGiving)*
 - We need to make sure that when we are setting up the silent auction items and we have a box that has additional pieces in it we need to add a sticky note or something that notates that the item has pieces in the box at pickup.
 - Pickup process should be more streamlined:
 - 2-3 people who handle papers and 4-6 people grabbing the items. These people would need to be updated on how to handle checkout before the event.
 - Take pictures of all the silent auction items and put them in a binder.
 - Possibly invite the St. Mary's students to help out
 - If the Board has any ideas, send them in the text group and we will add them to the agenda for future meetings
- Race for Research Christmas Cards: We will do a text vote next week.
- PRI Indianapolis (12/12-12/14) – Good opportunity to promote RFR

VIII. OTHER ITEMS

- December/Holiday \$10 Fundraiser – Mary suggested posting a \$10 link on social media to donate to RFR from 12/1 to 12/30. This may be a way to get more traffic to our website. Board will send their ideas for verbiage to Heather and she will create the post for the Board's approval.

ITEMS FOR FUTURE DISCUSSION:

- ✓ Centerpieces
- ✓ Table Décor (donated)
- ✓ Car Wash Partnership
- ✓ Oil Change Partnership
- ✓ Programs
- ✓ RFR Race at Lemoore Jet Bowl (Making the night stand out)
- ✓ Notify – City officials
- ✓ Lemoore Chamber of Commerce
- ✓ Notify – Media
- ✓ Fast Four Live at the Event – Possible live stream from the event
- ✓ Auction Item Hunting needs to begin

IX. ADJOURNMENT: 8:49 PM

2024 MEETINGS: December 18th at 7PM