
NON-PROFIT MEETING AGENDA



Location: Google Meet

Date: Wednesday, April 2, 2025 - **"3" MORE MEETINGS - "37" 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 3/31/2025
 - Actual Balance \$27,500.28 / Bank Balance \$27,542.94
- Celebrity Waiter Update
 - 46 Total
- MaxGiving Update
 - Current Fundraising Balance - \$30,635.00
 - Number of Table Sponsors - “18”
 - Number of Individual Tickets - “19” + “2” Comped Tickets
- Auction Items
 - Current Item Count (*In MaxGiving*)
 - Silent = 91 / Live = 5
 - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
 - Silent = 42 / Live = 4 + 2 Trips (Bali/Mexico)
- 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

- Work Day Update
 - Thank You to Everyone who was able to attend!
- Review RFR Timeline

April	Collect Auction Items / Sell Tables/Tickets
1	Camera ready artwork to Theresa Send Email to Drivers - Purchase Tables/Tickets + Hotel Reservations
2	Board Meeting @ 7:00 pm
3	Secure red carpet and stanchions. Helium, Balloons, Table decor decided.
4	Plaza Race
8	Meeting w/Freddie @ 1:15pm
9	Post 1 month to go. Include arrival times and hotel information / location.
11	Lemoore Jet Bowl Race
12	Lemoore Jet Bowl Race
14	Send reminder- Mother's Day basket deadline (May 1st)
15	Meeting w/Mitch-Stuart - Trip Company @ 2pm LAST CHANCE! Send Email to Drivers - Purchase Tables/Tickets + Hotel Reservations
16	Board Meeting 7:00 pm P/U Centerpieces (Kenny/Mary)

- Review / Discuss Run Of Show
- Sponsor(s) for Race for Research Race
 - Celebrity Waiters - \$250 (Top Finishing Waiter)
 - Need Sponsors for “4” More Classes
 - JOES Racing Products \$100 Donation (Top Finishing Waiter in Each Class)

VI. NEW BUSINESS

- 2025 Race for Research
 - Updates:
 - Favors Ordered
 - Bags Donated / Items Donated
 - Still Looking for a few other items
 - Theresa is beginning to work on the Program
 - Update Re: Meeting w/Freddie
 - Next Meeting April 8th @ 1:15pm
 - To Do List

STATUS	ACTION ITEMS	NAME
	Final Notice to Drivers	Mary
	Helium	Heather P.
	Wine	MP/KP
Ordered	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
	Welcome Gift for Guests Staying @ Tachi w/Thank Note + Event/Shuttle Info	
Done	Prepare a Work Day List of To Do Items!	Mary

STATUS	ACTION ITEMS	NAME
	Table Signs (Create/Laminate)	Theresa
Done	Checkered Flags	
Ordered	Balloons (Need 100 Black ,Red and White)	Theresa
	Post Major Sponsors on SM to Show Who's Involved	
	Program Design + Auction Rules Sheet	Theresa
In-Progress	Kleenex w/RFR Labels	MP/KP
	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary
	Continue Driver Confirmations	Mary
	Hoosier Decorations	MP/KP
Ordered	Table Favors	Mary / Denise
	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	Theresa
	TIP Tickets (PRINT/CUT)	Nicole
In process	Dessert Toppers w/Race For Research logo	Mary
	Slide Shows	Mickelina / Theresa
	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
Done	Easels for Items in Silent Auction	Mark

STATUS	ACTION ITEMS	NAME
In process	Event Set-Up To Do / Duties	Mary
	Print Documents - RUN OF SHOW / SEATING CHART / DRIVER INFO	Mary
	Driver Names for Drawing (16+ Older)	Theresa
	Final Notice to Drivers	Mary

○ Review Items Needed

Balloons (BLACK/RED/WHITE)	DENISE/MARY/THERESA	X
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	Mark/Mick	
Colored Stickers (Special Meals)		
Command Strips		
Display Stands	Mark	
Dolly's	MP/KP + Mark	
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	
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	
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	MP/KP	

VII. OTHER ITEMS

- Open Discussion

VIII. ADJOURNMENT

2025 MEETINGS - ALL MEETINGS @ 7 PM

April 16th

April 30th

May 7th

2025 WORK DAYS:

Sunday, April 27th

RACE FOR RESEARCH - FRIDAY, MAY 9TH

SET-UP BEGINS @ 6AM