NON-PROFIT MEETING AGENDA

Location: Google Meet
Date: Wednesday, April 30, 2025 - **"1" MORE MEETINGS - "9" 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

☐ GWC Media

INFORMATION ITEMS

- Current Account Balance As of <u>4/29/2025</u>

  - Actual Balance $52,499.71 / Bank Balance $51,699.71

- Celebrity Waiter Update

  - 54 Total

- MaxGiving Update

  - Current Fundraising Balance - $57,285.00

  - Number of Table Sponsors - "32"

  - Number of Individual Tickets - "95" + "2" Comped Tickets

- Auction Items

  - <u>Current</u> Item Count *(In MaxGiving)*

    - Silent = 159 / Live = 11

  - <u>Pending</u> Donation Count (*Not Entered Into MaxGiving Yet*)

    - Silent = 20

      - Items must be entered by Sunday, May 4th

- 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

April		
30	Board Meeting 7:00 pm	
MAY		
1		
2	Plaza Race	
3	Lemoore Race	
4	Sunday prior to event - Load Trailer with all items	
5	Email to Drivers w/Instructions for Friday!	
6	Meeting w/Freddie @ 1:15pm	
7	Board Meeting 7:00 pm - LAST MEETING BEFORE EVENT!	

- ○ Review / Discuss Run Of Show
  - ● Review ROS and ROS w/Comments
- ○ Sponsor(s) for Race for Research Race
  - ● Celebrity Waiters - $250 (Top Finishing Waiter)
    - ○ Unleashed Power + Torgerson Racing

VI. NEW BUSINESS

- ○ 2025 Race for Research
  - ● Updates:
    - ○ Centerpieces - "*4" More on the Way!*

- - Costco Gift Cards
    - Update from Denise
      - Popcorn Packets or Hot Coco
        - ***Poppin' with purpose - for the kids of St. Jude!***
  - Program Update
    - THANK YOU THERESA!
    - Submitted to Staples for Print on 4/28
    - 450 Ordered
      - $1.75 per program / $2.09 last year
- Meeting w/Kaci @ MaxGiving
  - Suggesting one more computer - 3 Staff @ Check-In
  - Printing Bid Sheets & Display Sheets
- Tachi Update
  - Final Numbers Given
    - Payment will be submitted prior to event
  - Metallic Wristbands (21+) have been ordered
  - Wine Delivery to Guests
  - Champagne Service - $12 Cork Fee / Includes Champagne
  - Trailer Parking
  - Salt Grass Conference Room - 12pm-10pm
  - Break Room for MaxGiving
  - Security Guards On-Site

○ To Do List

STATUS	ACTION ITEMS	NAME
PENDING	Final Notice to Drivers	Mary
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
Done	Welcome Gift for Guests Staying @ Tachi w/Thank Note + Event/Shuttle Info	
Done	Prepare a Work Day List of To Do Items!	Mary
Done	Table Signs (Create/Laminate)	Theresa
Done	Checkered Flags	
Done	Balloons (Need 100 Black ,Red and White)	Theresa
In-Progress	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
Done	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary
In-Progress	Continue Driver Confirmations	Mary
Pending	Hoosier Decorations	MP/KP
Ordered	Table Favors	Mary / Denise
In-Progress	Check for Presentation	MP/KP
PENDING	Assign Table Numbers / Seating Chart	Mary/Heather/Raio
PENDING	Assign Celebrity Waiters to Table #'s	Mary/Heather/Raio
PENDING	Layout Table Mapping, Drivers Stations on Floor Map	Mary/Heather/Raio
In-Progress	Table Sign for Mother's Day Table	Theresa
Done	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
MAXGIVING	Print Silent Auction Item Bid Sheets	MAXGIVING

STATUS	ACTION ITEMS	NAME
Done	Easels for Items in Silent	Mark
In-Progress	Event Set-Up To Do / Duties	Mary
In-Progress	Print Documents - RUN OF SHOW / SEATING CHART / DRIVER INFO	Mary
Done	Driver Names for Drawing (16+ Older)	Theresa
In-Progress	Info for Kaci for Mother's Day Driver Names	Mary
Done	List of Celebrity Waiter Info Names for Kaci	Mary
In-Progress	Print MaxGiving / Guest Info + Meal	Mary
In-Progress	Lapel Pins	Mickelina

○ 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)	Denise
Command Strips	Mark
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	MP/KP + Mark + Dozier
Gloves (White) - FOR SERVERS	Heather Snow
Glue Guns	MP/KP
Hand Trucks	MP/KP

ITEM	NAME
HDMI Cable - MAC	Mick/Mark
Helium	Heather P.
Laminator	MP/KP
Laminator Sheets	MP/KP
Laptops	Mickelina/Mark
Names for Table for Tip Jars	Denise
Paper	MP/KP
Pens	MP/KP
Phone Chargers	All
Power Strips / Pig-Tail	All
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)	MP/KP
Tents	KPR / Dozier
Tip Tickets and 4 Pens for each table	Nicole + MP/KP
TRIVIA CARDS / Q&A + ANSWERS FOR AUCTION TABLES	Mickelina / Tori
Tip Jars	Denise
Celebrity Plaques (Citywide Graphics)	KP/MP + Dozier
Weights for Step-And_Repeat Banner	Dozier
Wine	MP/KP

- ○ **OTHER ITEMS**
- ○ Open Discussion

VII.   ADJOURNMENT

2025 MEETINGS - ALL MEETINGS @ 7 PM

May 7th

RACE FOR RESEARCH - FRIDAY, MAY 9TH

SET-UP BEGINS @ 6AM