

NON-PROFIT MEETING MINUTES FOR

# **RACE** *for* **RESEARCH**

## I. OPENING

**President:** Mickelina Monico

**Date:** Wednesday, March 5, 2025

**Time:** 7:00 pm (PT)

**Location:** Google Meet

- Mickelina called the meeting to order at 7:06 PM

## II. ATTENDANCE

- |                    |                     |
|--------------------|---------------------|
| ➤ Mickelina Monico | ➤ Denise DeMartini  |
| ➤ Mark Monico      | ➤ Theresa DeMartini |
| ➤ Angie Osborne    | ➤ Nicole Dozier     |
| ➤ Heather Pacheco  | ➤ Janet Monico      |
| ➤ Mary Piraro      | ➤ Raio Salmon       |
| ➤ Kenny Piraro     |                     |

## ABSENCES

- |                     |                |
|---------------------|----------------|
| ➤ Kelly Monico-Love | ➤ Heather Snow |
| ➤ Tori Kott         |                |

## INFORMATIONAL 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

#### **Committee Vote:**

**Motion to Approve Agenda by Mickelina Monico**

**Seconded by Janet Monico**

**APPROVED UNANIMOUSLY**

### IV. PREVIOUS MEETING MINUTES

- Vote to Approve Minutes from 2/19/2025

#### **Committee Vote:**

**Motion to Approve Minutes by Heather Pacheco**

**Seconded by Raio Salmon**

**APPROVED UNANIMOUSLY**

Getting auction items should be our main focus!

- Striper fishing trip
- 4 Giants tickets from PACE
- 55" TV

Mickelina will send out last year's excel spreadsheet of auction items to Committee members.

### VI. OLD BUSINESS

- Review RFR Timeline

MARCH	ACTION ITEM	DETAILS	RESPONSIBLE
5	Board Meeting		All
6	Begin working on slideshows (Auction items – St. Jude Facts - Waiter Bios		Mick
75	Plaza Race	Postponed	
8	Lemoore Race	Postponed	
9	Post on SM program camera ready artwork due date of April 1 <sup>st</sup>	Table Sponsor Logo JPEG/PNG/PDF	Heather Pacheco
13	Begin working on slideshows (Auction items – St. Jude Facts - Waiter Bios		Mick
15	Send email to drivers – purchase tables/tickets – hotel reservations	Mother's Days Baskets, etc.	Mary

- Meeting with Freddie
  - Discussed Freddie's feedback regarding trips. Alaskan cruise was not sold last year. He suggested not using it for the live auction. We should add it to the silent auction. He will add items to the live auction if they are donated. We need to focus on the silent auction.
  - Next meeting with Freddie: Tuesday, March 25<sup>th</sup> at 1:15 PM
  - Mary and Mick explained that since it is a new crowd we will be combining "year 1 and year 2" formats. Mick will ask Tiara to send her speech to her and will also look at Cole's speech so that Tiara can "tweak" the two speeches together.
- Update re: St. Mary's Writing Class
  - Mick had a zoom meeting with several of the students. One was Hagopian's niece. She will be working on the event. They will be working on some grant work. RFR was picked out of 3 projects.
- Meeting with Tachi

- Updates re:
  - Champagne will be served by Tachi staff at entrance. Staff will greet guests. They will card younger looking guests. There will be a corkage fee. Mick will see if we can get the wine/champagne donated again. Mary will check to see if we can bring our own wine/champagne in.
  - Wine will be served to sponsored tables as a possible option.
  - Guests gift baskets:
    - Tachi will work with us so that we can have baskets already in guests' rooms upon their arrival
  - Should we have snacks on cocktail tables? No
  - IT employees will be available the entire day and evening.

## VII. NEW BUSINESS

- Reviewed Run of Show
  - 5PM doors open
  - Tori/Pictures/Step and Repeat Banner
    - Mary to check to see if Tachi has a red carpet
    - No need for Steve to get the Keyboard
    - No need to have Tiara sing (She will sing the National Anthem at the race)
  - Tiara practice her speech about her journey
  - Cole/beads story/Cole to choose someone to hold the beads as he walks across the stage. Possibly Sammy if he doesn't have a preference.
    - Mick will come up with a game plan
  - Driver's Meeting – Conference Room
    - Will there be golf carts for our use?
    - Are there rooms in the bingo hall that could be used for the waiters?
    - Mary will check with Tachi to see if we can get a closer location for the drivers.
  - Waiters take picture
  - Champagne service ends? Depends if it's free. **Revisit this**
  - Silent auction closure announcements by Kaleb
    - Possibly use different color table cloths for each section (red, black, white)
  - 7:30 Sit down in ballroom
  - Video Presentation (Because of St. Jude) with waiters walking in etc.
  - Salad service
  - Kaleb opening remarks
  - Kaleb introduces Mick
  - Mick's speech
  - Kaleb introduces Freddie
  - Slide Show during dinner
  - Dinner is served
  - Tip Service
  - Carson video
  - Kaleb talks up sponsors
  - Waiters clear tables
  - Tip jars picked

- Kaleb introduces Freddie
- Begin auction slides
- Follow along with auctioneer
- Dessert
- Slide Show
- Waiters on stage
- Driver Introductions??? To kill time?? Ask them how much do you think we will raise tonight?
- Tiara/Coles Story
- Fund-A-Need
- Counting the final total
- Trivia slides (if necessary)
- Mother's Day basket/Uniform/midget ride winners
- Kaleb closing remarks
- Waiters to stage for check photo
- Play list for Gala – Send suggestions to Mick
- Reviewed To Do List:

STATUS	ACTION ITEMS	NAME	NOTES
	Final Notice to Drivers	Mary	Wk of Event
	Helium	Heather P.	
	Wine		
	FAN (Fund A Need) Rack Cards for Each Place Setting	Mary	
<b>Done</b>	Step and Repeat Banner for Entry	Mark/Mick	
	Sponsor Banner (Like at PRI)	MP/KP	
<b>Ordered</b>	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)	Theresa	
	Post Major Sponsors on SM to Show Who's Involved		
	Program Design + Auction Rules Sheet	Theresa	
<b>In-Progress</b>	Kleenex w/RFR Labels	MP/KP	Have Kleenex / Need Labels
	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary	
	Continue Driver Confirmations		
	Hoosier Decorations	MP/KP	

	Table Favors		
	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	
	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)	Theresa	
	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	

Reviewed Items Needed:

ITEM	NAME	GOT IT
Balloons (BLACK/RED/WHITE)	Theresa	
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	
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	not needed	
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	not needed	
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	Denise	
Celebrity Plaques (Citywide Graphics)	KP/MP + Dozier	
Wall Fasteners		
Weights for Step-And-Repeat Banner	Dozier	
Wine		

#### VIII. OTHER ITEMS

- Open Discussion:
  - Mark suggested giving discounted tables to the Board. All declined with thanks.
  - Heather asked if the Board was introduced at the Gala. The Board hasn't been in the past but they will be this year.

#### IX. ADJOURNMENT: 8:49 pm

##### **2025 MEETINGS:**

March 17<sup>th</sup> at 7PM (Monday)  
 April 2<sup>nd</sup> at 7PM  
 April 16<sup>th</sup> at 7PM  
 April 30<sup>th</sup> at 7PM  
 May 7<sup>th</sup> at 7PM

##### **2025 WORK DAYS:**

Sunday, March 30<sup>th</sup>  
 Sunday, April 27<sup>th</sup>