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# NON-PROFIT MEETING AGENDA



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Location: Google Meet

Date: Wednesday, February 19, 2025 - **"6" MORE MEETINGS - "79" DAYS**

Time: 7:00pm (PT)

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## 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

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## INFORMATION ITEMS

- Current Account Balance As of 2/16/2025
  - Actual Balance \$20,585.72 / Bank Balance \$19,585.72
- Celebrity Waiter Update
  - 43 Total
- MaxGiving Update
  - Current Fundraising Balance - \$23,335.00
  - Number of Table Sponsors - "15"
  - Number of Individual Tickets - "9"
- Auction Items
  - Current Item Count (*In MaxGiving*)
    - Silent = 19 / Live = 4
  - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
    - Silent = 23 / Live = 3 + Pending Trips
- Items Passed / Voted On Via Text
  - GWC Media
    - Approved to Move Forward and Cover Hotel Costs
  - MX Trophies - Centerpieces / Trophies
    - Approved to Move Forward w/Centerpieces and Trophies (RED)

### 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

DATE	ACTION ITEM	DETAILS	RESPONSIBLE
<b>FEBRUARY</b>			
25	Post on SM program camera ready artwork due date April 1 <sup>st</sup>		SM/Heather P.
28	Plaza Day		
<b>MARCH</b>			
1	Lemoore Play day Begin Making Table Signage		Theresa
2	Prep Driver Communication Email	Begin working on waiter confirmation and instruction letter. Mother's Day Basket information included	Mary
3	Post RE: Camera Ready Artwork	Program ready artwork due date:	SM/Heather P.
4	Meeting with Mitch-Stuart – trip company @ 2pm  Ensure guest(s) speakers are booked		
5	Board meeting @ 7pm		All

- Mitch-Stuart - Trip Choices - VOTE TO APPROVE
- Decorating Budget - VOTE TO APPROVE
- St. Jude Radio Station Volunteers - Friday, April 11th

## VI. NEW BUSINESS

- 2025 Race for Research
  - Review Items Needed

TO DO ITEM	RESPONSIBLE	DUE DATE
Final Notice to Drivers		
Helium		
Wine		
FAN (Fund A Need) Rack Cards for Each Place Setting		
Step and Repeat Banner for Entry		
Sponsor Banner (like @ PRI)		
Centerpieces		
Welcome Gift for Guests Staying @ Tachi		
Prepare Work Day List of To Do Items!		
Table Signs (Create/Laminate)		
Checkered Flags for Table Centerpieces		
Meeting w/Auction Event Solutions		
Balloons (Need 100 Black ,Red and White)		
Post Major Sponsors on SM to Show Who's Involved		
Program Design + Auction Rules Sheet		
Kleenex w/RFR Labels		

TO DO ITEM	RESPONSIBLE	DUE DATE
Review Waiter List-Contact Family Members Who Haven't Purchased Tickets		
Continue Driver Confirmations		
Hoosier Decorations		
Table Favors		
Check for Presentation		
Assign Table Numbers / Seating Chart		
Assign Celebrity Waiters to Table #'s		
Layout Table Mapping, Drivers Stations on Floor Map		
Table Sign for Mother's Day Table		
TIP Tickets (PRINT/CUT)		
Dessert Toppers w/Race For Research logo		
Slide Shows		
Kaleb's Notes / Driver List		
Race For Research Flags (5)		
Shirts for Race for Research		
Print Silent Auction Item Bid Sheets		
Easels for Items in Silent		
Event Set-Up To Do / Duties		
Print Documents - RUN OF SHOW / SEATING CHART / DRIVER INFO		
Driver Names for Drawing (16+ Older)		
Info for Kaci for Mother's Day Driver Names		

TO DO ITEM	RESPONSIBLE	DUE DATE
List of Celebrity Waiter Info Names for Kaci		
Print MaxGiving / Guest Info + Meal		

- Review To Do List

ITEMS FOR EVENT	RESPONSIBLE	GOT IT
Balloons (BLACK/RED/WHITE)		
BANNERS FOR EVENT		
Baskets for Auction Items		
BIG Marker (Presentation Check)		
Black / Silver Sharpies		
Business Card Holders for Tori's Cards		
Cellophane		
Champagne		
Chef Hat		
Colored Stickers (Special Meals)		
Command Strips		
Display Stands		
Dolly's		
Duct Tape		
Envelopes for Celebrity Waiter Tips		
Extension Cords		

Gloves (White) - FOR SERVERS		
Glue Guns		
Hand Trucks		
HDMI Cable - Apple Computer		
Helium		
Laminator		
Laminator Sheets		
Laptops		
Names for Table for Tip Jars		
Paper		
Paper Clips		
Pens		
Phone Chargers		
Piano w/Stool		
Poster Holder		
Power Strips / Pig-Tail		
RFR Checkered Flags		
Ribbon		
Scissors		
Shipping Tape		
Silver Sharpies		
Snacks for Event		

Stapler		
Steamer for Banner		
Step and Repeat Banner for Entry		
Sticky Notes		
Table Cloth - RFR (Registration Table)		
Table Easels		
Tape (Scotch)		
Tip Slips and 2-3 Pens for each table		
TRIVIA CARDS / Q&A + ANSWERS FOR AUCTION TABLES		
Waiter Prizes/Gifts (Citywide Graphics)		
Wall Fasteners		
Weights for Banner		
Wine		

## **VII. OTHER ITEMS**

- Open Discussion

## **VIII. ADJOURNMENT**

**2025 MEETINGS**  
**(ALL MEETINGS @ 7 PM)**



**March 5th**

**March 17th (Monday)**

**April 2nd**

**April 16th**

**April 30th**

**May 7th**