
NON-PROFIT MEETING AGENDA



Location: Google Meet

Date: Wednesday, March 17, 2025 - **"4" MORE MEETINGS - "53" 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 3/15/2025
 - Actual Balance \$22,430.94 / Bank Balance \$22,430.94
- Celebrity Waiter Update
 - 45 Total
- MaxGiving Update
 - Current Fundraising Balance - \$25,535.00
 - Number of Table Sponsors - “15”
 - Number of Individual Tickets - “15” + “2” Comped Tickets
- Auction Items
 - Current Item Count (*In MaxGiving*)
 - Silent = 27 / Live = 4
 - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
 - Silent = 40 / Live = 5 + Pending Trips
- 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

| | | |
|-------|---|--|
| 17 | Board Meeting @7:00 PM | |
| 18 | | |
| 19 | Plaza KKM Race | |
| 20 | Plaza KKM Race | |
| 21 | Plaza KKM Race | |
| 22 | Plaza KKM Race | |
| 23 | | |
| 24 | Post RE: Camera Ready Artwork | Program Camera Ready Artwork Due Date of April 1st |
| 25 | Order Giant Check for Gala Meeting w/Freddie - Auctioneer @ 1:15pm | |
| 26 | | |
| 27 | | |
| 28 | Discuss Program Info/Layout | |
| 29 | Ticket & Table Sale Deadline April 20th | |
| 30 | Work Day | |
| 31 | | |
| April | Collect Auction Items!!!! | |
| 1 | Camera Ready Artwork to Theresa Send Email / Text to Drivers - Purchase Tables/Tickets + Hotel Reservations | |
| 2 | Board Meeting @ 7:00 pm | |

- Discuss / Review Run Of Show

VI. NEW BUSINESS

- Discuss Gift Bags for Table Sponsors
- Discuss Table Favor Ideas
- Work Day on Sunday, March 30th
 - Confirm Start Time
 - Monico, 921 Cashew Way, Fremont CA 94536
 - Bring Your Auction Items
 - Bring Any Extra Baskets / Supplies
- 2025 Race for Research
 - Update Re: Meeting w/Kaci @ MaxGiving
 - To Do List

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

| STATUS | ACTION ITEMS | NAME |
|--------|---|-------------------|
| | 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 | |
| | 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) | |
| | 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 |

- Review Items Needed

| ITEM | NAME | GOT IT |
|--|-------|--------|
| Balloons (BLACK/RED/WHITE) | | |
| 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 | | |
| ITEM | NAME | GOT IT |
| 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 | | |
| 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 | |
| ITEM | NAME | GOT IT |
| 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 | | |

VII. OTHER ITEMS

- Open Discussion

VIII. ADJOURNMENT

2025 MEETINGS - ALL MEETINGS @ 7 PM

April 2nd

April 16th

April 30th

May 7th

2025 WORK DAYS:

Sunday, March 30th

Sunday, April 27th