
NON-PROFIT MEETING AGENDA



Location: Google Meet

Date: Wednesday, May 7, 2025 - **"2" 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 5/5/2025
 - Actual Balance \$23,323.53 / Bank Balance \$23,023.53
- Celebrity Waiter Update
 - 54 Total (Possibly 53)
- MaxGiving Update
 - Current Fundraising Balance - \$57,485.00
 - Number of Table Sponsors - “32”
 - Number of Individual Tickets - “418” + “2” Comped Tickets
- Auction Items
 - Current Item Count (*In MaxGiving*)
 - Silent = 162 / Live = 11
 - Pending Donation Count (*Not Entered Into MaxGiving Yet*)
 - Silent = 0 (Possibly 1) / Live = 0
- 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

- Comment Cards
 - Info / Details for Card
- Review RFR Timeline

April		
8	Email to Drivers - See You Tomorrow! Hotel Arrival Tiara - St. Jude Patient Arrives Kaleb - M/C Arrives Kaci & Team Arrive GWC Arrives	Arrive w/all event items/supplies Workday @ Tachi 12pm-10pm
9 EVENT DAY	Set-Up for Gala 6:00 am	Be ready by 3:00 pm
10 RACE DAY	Race for Research Race @ Lemoore	
11	HAPPY MOTHER'S DAY! Time to Celebrate Our Hard Work & Get Some Rest!	
12		
13		
14		
15		

VI. NEW BUSINESS

- 2025 Race for Research
 - Tachi
 - Final Count / Payment Made
 - Thursday, May 8th
 - Conference Room for Thursday 12pm-10pm
 - Friday, May 9th

■ Set-Up Begins @ 6am

- Update Re: Meeting w/Freddie
- Set Date/Time for Post Meeting
- 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
Done	Centerpieces	MP/KP
Done	Welcome Gift for Guests Staying @ Tachi w/Thank Note	Theresa
Done	Prepare a Work Day List of To Do Items!	Mary
Done	Table Signs (Create/Laminate)	Theresa
Done	Checkered Flags	Nicole
Done	Balloons (Need 100 Black ,Red and White)	Theresa
In-Progress	Post Major Sponsors on SM to Show Who's Involved	Heather P.
Done	Program Design + Auction Rules Sheet	Theresa
Done	Kleenex w/RFR Labels	MP/KP
Done	Review Waiter List-Contact Family Members Who Haven't Purchased Tickets	Mary
Done	Continue Driver Confirmations	Mary
Pending	Hoosier Decorations	MP/KP
Done	Table Favors	Mary / Denise
Done	Check for Presentation	MP/KP
Done	Assign Table Numbers / Seating Chart	Mary/Heather/Raio
Done	Assign Celebrity Waiters to Table #'s	Mary/Heather/Raio
Done	Layout Table Mapping, Drivers Stations on Floor Map	Mary/Heather/Raio
Done	Table Sign for Mother's Day Table	Theresa
Done	TIP Tickets (PRINT/CUT)	Nicole
Done	Dessert Toppers w/Race For Research logo	Mary

In-Progress	Slide Shows	Mickelina / Theresa
Done	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
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
Done	Print MaxGiving / Guest Info + Meal	Mary
In-Progress	Lapel Pins	Mickelina
Done	Wristbands for Lemoore Race	MP/KP

○ Review Items Needed

ITEM	NAME	GOT IT
Arch Balloons	Theresa	X
Balloons (BLACK/RED/WHITE)	Denise	X
BANNERS FOR EVENT from Sponsors	MP/KP	
BIG Marker (Presentation Check)	MP/KP	
Black Sharpies	MP/KP	
Celebrity Plaques (Citywide Graphics)	KP/MP + Dozier	
Cellophane	MP/KP + Janet	X
Colored Stickers (Special Meals)	Denise	X
Display Stands	Mark	X
Dolly's	MP/KP + Mark	
Duct Tape	MP/KP	
Electric Air Pump	Heather P./Theresa/Heather S.	X

Envelopes for Celebrity Watier Tips	Denise	X
Extension Cords	MP/KP + Mark + Dozier	
Gloves (White) - FOR SERVERS	Heather Snow	X
Glue Guns	MP/KP	X
Hand Trucks	MP/KP	
HDMI Cable - MAC	Mick/Mark	
Helium	Heather P.	
Jewelry Boxes	Janet	
Laminator	MP/KP	
Laminator Sheets	MP/KP	
Laptops	Mickelina/Mark	
Names for Table for Tip Jars	Denise	X
Paper	MP/KP	
Paper Clips	MP/KP	
Pens	MP/KP	X
Phone Chargers	All	
Pop-Up Tents	Dozier / KPR	X
Power Strips / Pig-Tail	All	
RFR Checkered Flags	Nicole	X
Ribbon	MP/KP	X
Scissors	MP/KP	
Shipping Tape	MP/KP	
Silver Sharpies	MP/KP	X
Stapler	MP/KP	
Steamer for Banner	Theresa	
Step and Repeat Banner for Entry	Mark/Mick	X
Sticky Notes	MP/KP	
Table Cloth - RFR (Registration Table)	Mick/Mark	X
Table Easels	Mick/Mark	X
Tape (Scotch)	MP/KP	
Tip Jars	Denise	X

Tip Tickets and 4 Pens for each table	Nicole + MP/KP	X
TRIVIA CARDS / Q&A + ANSWERS FOR AUCTION TABLES	Mary	X
Weights for Step-And_Repeat Banner	Dozier	
Wine	MP/KP	X

VII. NEW BUSINESS

- Open Discussion

VIII. ADJOURNMENT

3RD ANNUAL

RACE FOR RESEARCH - FRIDAY, MAY 9TH

SET-UP BEGINS @ 6AM