

MIDYEAR NORTH CONFERENCE COMMITTEE
MEETING MINUTES
November 9, 2017

Attendees: Joni Ackerman, Mark McDonald, Kate & Rob Blickle, Laird Smith, Dan & Rita Germain, Kathleen Ross, Jim Legler, George MacMurphey, Gary Christensen, Guy Blair. On the phone: Tim Cunning, Trina Krider Absent: Bob & Ann Isaacs, Lori Deering, Muriel Brounstein

Guy Blair called the meeting at 6:03 PM

Audio / Visual

Mark shared that the District will provide the computer, projector and screen for four seminar rooms. The hotel will provide the microphones and sound system. We will need one audio/visual volunteer assigned to each room. They will set up at 8:30 AM and will need to be there throughout the seminars until 4:00 PM to ensure the equipment is working properly. It was suggested that we seek Circle K volunteers and we will need one Kiwanian to oversee the audio/visual volunteers. Guy will work on securing a Kiwanian to oversee the audio/visual team.

Decorations

No flowers or decorations will be needed for the stage.

Mark estimates that we will need 35-40 table centerpieces. Joni said either the red or blue Call to Action logo are acceptable. The centerpieces do not need to be elaborate.

Mark said the budget is \$4 to \$6 per centerpiece. He does not want Lorie incur any out-of-pocket expense - the District will reimburse. Mark encouraged Lori to call him if she has any questions. We have a storeroom near the Ballroom where the centerpieces can be stored before the luncheon. Lorie is asked send photos of the centerpiece(s) to Joni for review and approval.

They have no further need for the centerpieces after the Interclub Lunch, except that Joni would like to keep one. They suggested that Lorie come up with an idea on how to give or raffle them off at the end of the luncheon.

Entertainment

Mark indicated that we do not yet have an agreement with musicians to play at the Interclub Luncheon, and that Governor Joni would need to give her approval of the musicians selected. We have had discussions with the DT's - a two member duet that played at Midyear North two years ago. They had asked for \$250 to perform. Rita will send Joni the DT's Facebook page and Guy also will send a link to a page that includes a sampling of the music they perform. Guy will follow up with the DT's so that they connect with Mark to get an agreement in place.

Manpower

Dan and Kathleen said they would get together to refine the manpower needs. It was noted that Bob Isaacs normally recruits his own volunteers to staff the Registration Desk. The Help Desk was left off of the list of volunteers needed. George estimates that he will need 8 to 10 volunteers spread across shifts to assist directing people in the hotel. Dan and Kathleen will recruit volunteers at their respective Division Council Meetings this month. Mark indicated that we will likely need six people to unload the District truck on Thursday afternoon prior to the conference.

Registration

Ann Isaacs indicated in an email that Bob has the Registration Desk covered. He has done this many times in the past.

Sales/Aloha Wear

Kathleen Ross will oversee the staff at the District sales tables, which will be located outside of the main ballroom. She did this at the last Midyear North. Christy Martinez will handle the cash/credit card transactions for the District.

Transportation

Kate Blickle volunteered to assist with transporting people to and from the airport. Those identified who will be needing transportation are Governor Joni & Greg, Steve Seimens, Trina Krider, Tricia Crawford, Christy Martinez, and Kristin Volk. Ann Isaacs will coordinate the transportation timing with Trina Krider at the District Office.

Exhibit Booths

Vendors and Kiwanis programs will begin setting up their booths between 6:30 and 7:00 AM. They will be located outside of the seminar rooms as has been done in the past. The booths should close by 2:00 PM. Booths are assigned locations for specific reasons. Gary will need to ensure that they do not randomly move to a different table location from what is assigned.

Welcome to Sacramento

Assemblyman Cooley, a member of the Kiwanis Club of Rancho Cordova, has agreed to give a Welcome to Sacramento presentation at the Opening Session. The presentation should be no longer than five minutes. The Assemblyman will also furnish a brief Welcome to Sacramento letter for placement in the printed conference program. We need this letter by January 1st.

Conference Program

Mark will provide Rita and Guy a template or previous version of the printed conference program. Guy and Rita will ensure that all needed photos and text are submitted to Trina at the District Office by January 1st. Trina will finalize the creation of the program and coordinate the printing.

Help Desk

The Help Desk will be located near the lobby entrance. Due to the design of the facility and spread of the conference rooms, we will strategically place volunteers to assist attendees with finding the places where they need to be. George indicated that they had prepared signage two years ago that the District retained. Mark said he would check to see if they still have the signage for use by the Help Desk team.

Other Items to Note

Rita will develop talking points for use by Lt. Governors at their Division Council Meetings. Rita has designed a Conference page on Facebook that will be used to promote both Midyear Conferences - North and South. The District Office will distribute information about the Conference via email in the weeks leading up to the conference.

Mark indicated that the District received the room reservation links from the conference hotels. He said the District will go live with advertizing this on November 20th.

Governor Joni will line up the Lt. Governors to present the pledge, prayer and song at the Opening Session and Interclub lunch. This information will be provided to Guy. Joni will decide if she wants to introduce these Lt. Governors at the Opening Session or have Guy do this.

Thomas Moraitis, President of the Kiwanis Club of Amador County (host club), will open and close the Interclub Lunch and will introduce the Lt. Governors who will present the pledge, prayer and song.

Future Meetings

Monday, December 18th @ 6:00 PM - This will be a conference call. Trina will send out a meeting reminder that will include the phone number to call.

Monday, January 22nd @ 6:00 PM at the Kiwanis Family House - Mark will come to Sacramento for one last face-to-face meeting to ensure that all arrangements are in place. Governor Joni will join us by speaker phone. Trina will send out the meeting reminder that will include the number to call.

Guy adjourned the meeting at 6:46 PM.

The meeting minutes were prepared by Guy Blair