Event Planning and Updates

Transcript

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The meeting covered several key action items and updates. Carl's notes indicated he was at a golf tournament. The team discussed focusing on the 61+ list and cleaning up various contacts. They addressed the need to write off Hilty's membership dues and finalize event budgets. The golf tournament planning included securing hole-in-one insurance, food, and beverage arrangements, and confirming sponsorships. The trade show layout was finalized, and vendor flyers were ready. The team also discussed the importance of personal invites for trade show attendance and the need for a template for post-event newsletters.

Action Items

- [ ] Melanie to contact anyone over 90 days past due for payments.
- [ ] Carl to provide updated accounts receivable.
- [ ] Dwayne to finalize event budgets and get them to the website.
- [ ] Administrator Angela to update Excellence in Construction awards flyer.
- [ ] Dwayne and team to finalize the trade show floor plan, booth sizes, and pricing.
- [ ] Melanie to team up with past exhibitors to confirm booth reservations.
- [ ] Work to approve all event flyers by next meeting.
- [ ] Finalize table layout for the trade show event.
- [ ] Melanie to check on Hilty's dues and any outstanding payments.
- [ ] Create a template for post-event newsletters to be used for each event.
- [ ] Confirm the date for the Excellence in Construction event for next year.
- [ ] Determine raffle prizes and sponsorships for the Clay Shoot event.
- [ ] Send out the finalized trade show vendor flyer to Nick's association.
- [ ] Coordinate social media posts and personal outreach to promote the trade show to potential attendees.

Outline

Carl's Notes and Initial Discussions

- Speaker 1 mentions pulling up Carl's notes, noting he is at a golf tournament.
- Speaker 1 suggests focusing on the 61 and over list until it is cleaned up.
- Speaker 1 and Speaker 3 discuss reaching out to Mike for American Gypsum O's.
- Speaker 2 suggests focusing on standard items and impending deadlines like trade shows.

Action Items and Contacting Members

- Speaker 1 assigns action items to various members, including contacting past exhibitors and finalizing trade show floor plans.
- Speaker 5 is tasked with verifying Hilty's dues and writing it off if necessary.
- Speaker 4 mentions that the golf tournament invoice was processed and will take two to three weeks to be paid.
- Speaker 1 suggests writing off Hilty's membership due to lack of interest this year.

Budget and Financial Updates

- Speaker 1 and Speaker 6 discuss the $750 for Moody's, possibly related to the golf tournament.
- Speaker 2 mentions recording notes and finalizing event budgets.
- Speaker 4 updates on the budget for the awards of excellence and photography.
- Speaker 1 suggests creating a template for post-event newsletters to be shared with national.

Golf Tournament Planning

- Speaker 1 discusses the need for hole in one insurance and food and beverage arrangements.
- Speaker 4 mentions securing a keg and bartender for the golf course.
- Speaker 5 and Speaker 3 discuss the logistics of providing alcohol and managing the event.
- Speaker 1 assigns volunteers for various roles during the golf tournament.

Trade Show and Event Coordination

- Speaker 4 updates on the trade show layout and the need to walk it as a group.
- Speaker 4 mentions the need to finalize the agenda and secure booths.
- Speaker 1 and Speaker 4 discuss the importance of registering for classes and the logistics of the event.
- Speaker 4 plans to send out a save the date and vendor flyers to get the ball rolling.

Finalizing Action Items and Next Steps

- Speaker 1 confirms the action items for various members, including contacting past exhibitors and finalizing trade show floor plans.
- Speaker 4 plans to send out the vendor flyer and finalize the website for registration.
- Speaker 1 and Speaker 4 discuss the importance of personal invites and phone calls to secure commitments for the trade show.
- Speaker 1 confirms the next meeting date and plans to keep the schedule consistent.