

Scrapbook Event Recap Minutes

Tuesday, Nov 27th, 2007 – Barb's House

- 1) **Roll Call:** Kim, Barb, Sarah, Stacy & Mary

- 2) **Nov Scrapbook Recap:** Reviewed scrappers and vendors evaluations – overall very positive. Discussed making the following changes based on the evaluations:
 - Keep the make-n-takes all day, but let vendors choose the difficulty level based on how many helpers they have
 - Allow the vendors to keep their door prize and drawing at their vendor table. This allows them to get names and addresses, but still give away a door prize
 - We will continue to focus on great gift bags and smaller door prizes. We do have about 20 door prizes left over from the previous event, along with about 75 items to put in goodie bags.
 - We will try to ask vendors for 75 items for goodie bags. We did cover ourselves by stating on the registration that the first 40 will get bags, but it would be great to give them to all
 - Discussed the option of giving a tool/punch to those who helped at the event
 - Vendors can attend all day or ½ day, price will be \$35 either way
 - Vendors seem comfortable with donating prizes for goodie bags so we can continue to give awesome bags
 - Tickets will continue to be given as the method to win door prizes
 - The number of tickets given for booking a party will be raised to 10
 - Sandy Latzke/ massages were a big hit and she has committed to returning. Her limit is about 4 hrs and is open to having a different therapist there before or after her. Barb to try Marci Thomas in Arlington to check for availability
 - Possibly use round tables for eating – making a few more long tables available for extra vendors or for serving food
 - Make advertising to put at the lunch tables
 - We will offer the microphone to the vendors to do short commercials for their store/home party.
 - More prizes will be given away at less frequent intervals. There was a backlog of prizes that we ending up giving away constantly – we will plan better for more regularly scheduled give-aways so there is less interruption.
 - Word of mouth/email is our best advertisement – there is really no need to pay for any advertising on this event!
 - We are going to try to find a boombox that can play more than one cd: Stacy has mixed cds that will play a variety, but the hall's sound system doesn't work nicely with the microphone.
 - The non scrap vendors seem to work nicely: possibility of adding another like Tastefully Simple, etc.
 - Times of your life will be in the space previously occupied by Memory Mine (she is going out of business)
 - FOOD:
 - We will have a sign up sheet for everyone to take a shift in the kitchen. There is much preparation to do during the event along with serving and clean up.
 - Keep veggies out as snacks all day – the nacho trays worked well for this
 - Stock up on more diet pop
 - We discussed the possibility of reimbursing people who bring bars and salads or to just purchase them out of the budget.
 - Next event we can cut bars into small pieces so people can have more choices/sample everything
 - No need to have everyone bring a salad and a bar?? Lots of leftovers!
 - We discussed the option of catering one meal to help with the work involved the day of: it was generally decided that catering would cost too much and not be as tasty for attendees
 - Options discussed for next event meals: walking taco for lunch. Everyone can fry up a couple pound of hamburgers and keep them warm in roasters. Stacy and Sharon have roasters to use. We need to find out how many pounds of hamburger would be needed. Supper is still undecided but options included: shredded beef or pork sandwiches with cheesy potatoes, lasagna, other prepared items available from Sam's club

- Considered purchasing some towels, hot pads and washcloths to keep in a tote to bring to each event as needed.
 - We need someone to take on the responsibility of the food. We have lots of helpers, but Sarah is unable to be at the Feb event. She is willing to help in the planning/shopping beforehand.
- 3) **Feb 23rd Scrap Event:** Barb to create a sign up sheet for the activities that take place the day of the event.
 - Chairperson: Barb
 - Vendor Contacts: Kim
 - Donations/Goodie Bags: Barb
 - Food: ?? _____ + sign up helpers for day of
 - Barb is happy to help shop/store food ahead of time
 - Registrations: Jen Gieseke
 - Remember these scrapbook events are our only source of money to fund the other community events we put on. It is important that everyone pitches in so we continue having successful events!
 - 4) **Easter Event 2008:** Kim is chair on this and is working with Dana. Discussed options of activities to have at the event. Kim to advertise this event (and the Feb SB event) with the ECFE / Community Ed newsletter. We need someone to wear the bunny suit! ☺ Maybe Mrs. Kreft has theater kids interested in helping?
 - 5) **New Members 2008:** We plan to better promote ourselves and our group at each event we put on. The best advertisement to get new members is to show what a fun time we have putting on these events. We are hoping to greatly increase our membership numbers this year – let's make it everyone's goal to spread the word about our group!
 - 6) **Donations 2008:** We also discussed donations, and the possibility of sending a letter to companies listing our basic needs that are reoccurring at each event (candy, snacks, juice, etc). We can pre-warn companies and let them choose which event they would like to participate in. If we do send a generic letter, it is important to follow up close to the actual event with a phone call to remind them we are looking for donations. Phone calls or in person visits have the best results. Companies to contact for donations: Jackpot, Mystic Lake, Cemstone, Chan Dinner Theater, local Targets, Vikings, Twins, Wild, and Gophers
 - 7) **Santa's Helpers 2007:** Stacy mentioned that in years past they would have a whole room full of toys. Unfortunately this year, there is barely a corner in the closet filled. Businesses and the economy are just not looking well this year. Our turn to help wrap gifts is Dec 4th from 3:30pm – 7pm in Gaylord. If there is any way you can help, contact Stacy.