

Committee Awards

Date Tuesday, October 11, 2011

Time 3:30:00 PM

Committee Dondi Szombatfalvy (chair), Kim DiMaggio, Larry Taff, Kirk Williams, Kristie Schorr (telephone),
Member Cathy Driftmier, Derek Frank, Kathy Raab (staff)

Attendees

Quorum Established (50% of voting members)

Minutes

September Minutes approved.

Sponsorship updates. Window Design Center (gold), MG&E (silver), American, Bruce, Driftmier, Grand, AtoZ, (bronze). Discussion on lack of sponsorship and lack of communication between office staff and committee regarding responsibilities. Committee members will work on bronze sponsors but will NOT contact: First Supply, TDS Custom Construction, Chad's Carpentry or Kohler. Kathy is working on vonBriesen & Roper and Hallman Lindsey. Committee will each work to find 4-5 companies they have a relationship with to see if there is any interest in sponsorship.

Themes and decorations. Reviewed table and room set up. Since last year's comments indicated a need for smaller tables (and more of them), no large 10 or 8 tops will be used. Kathy ordered 12 pub tables (maximum available without charge) and 8 small 4-tops. We will use mirror tiles from Marriott. Kathy has purchased some decorations and will submit receipts to NARI for reimbursement even if decorations won't be used this year.

Invitations. Invitation was selected and will be ordered. Will ask for expedited shipping.

Entries. To date, 17 binders were ordered with 41 team members, but several others are expected.

Duties for Event:

Staff: Power point, order awards, prepare preview party posters, coordinate BEOs with Marriott. Check on lighting, uplights, red carpet, tape and extension cords. Coordinate delivery and pick up with AtoZ

Committee: Set up – begins at 9am at Marriott; Derek – pick up TVs and return them on Saturday to Grand Appliance, Kirk – prepare DVDs of entries; Amy – arrange for 4 trees and fire pit; Cathy – order flowers for delivery from House of Flowers

Next Meeting Thursday December 1 at 3:30pm at the NARI office

Meeting

Date &

Agenda

Items

Location NARI Office

Chair Dondi Szombatfalvy

Submitted By Kathy Raab
