

AGF Special Events Committee Meeting Minutes
October 2, 2008

In Attendance: Marissa Theisen, Erin Dow, Sandi Perez, and Harold Dorenbecher
Meeting Started at 3:13 pm

Menu Selection - Menu #2 was selected by meeting attendees and Lois Savage via phone. The chocolate cake dessert was recommended.

Program Updates - Marissa gave updates on program statistics. There are 186 registrants which includes 15 table sponsors. Marissa provided a sample of the article that was in AZ Society in the September edition which mentions the event. She also noted that ads will be going out in The Arizona Republic soon and that an interview with Renata Rafferty will be included in Community Connections magazine which will be distributed along with the Oct. AZ Society magazine next week. Marissa shared that thus far 7 AGF board member had purchased tickets and that she will also urge their support at the next board meeting on October 14.

Books – Books will arrive a few days before the luncheon. Harold suggested that it might be better to have the speaker sign the bookplates rather than the books themselves. AGF will revise the book plate template to allow more room for Renata’s signature and then send them to Renata to sign and return to AGF.

Program Agenda – Sandi requested that any updated program information be sent to her so that she could forward them to her marketing director who is completing the program. A proof will be sent to Marissa with any updates.

Volunteers – Harold will check to see if staff from his office will be able/willing to volunteer again this year. Marissa also suggested that ASU students might be able to serve as volunteers. Sandi offered to check in with her staff if Harold’s staff were not able to volunteer.

Speaker Reservations – AGF has reserved a room for Renata on the night of the 21st. Harold will be responsible for reserving the room for the night of the 22nd unless otherwise communicated with Marissa.

Evaluation – Several revisions and suggestions were made on the evaluation that will be placed on tables at the luncheon, including: add questions regarding speaker quality, relevance of topic, location, and overall program. AGF will revise the evaluation with these suggestions in mind.

Decorations – AGF will look for decorations used at last year’s luncheon to use again this year. Sandi offered to help with decoration if necessary.

The meeting was adjourned at 3:45 pm.