

Little Elm Friends of the Library
February 15, 2018 ~ 6:30 pm
Little Elm Library ~ Regular Monthly Meeting

Attendance:

Attendees: Claudia Stooksberry, Deb Miller, Dan Blackwood, Diana Russell, Diane Ball, Jacqueline Reid, Jeff Johnson, Jen Morick, Joe Deaver, Kay Bell, Linda Downey, Lynette Roberson, Michel Hambrick, Sandi Sabonis

The meeting was called to order by Michel Hambrick, President, at 6:30 pm.

Minutes (Diana Russell): The minutes of the January meeting were sent in advance via email and copies were available at the meeting.

**Motion by Michel Hambrick to approve the January minutes.
Second & Vote: Motion carried.**

Event insurance: Towers Tap House is covering the event insurance and TABC license.

Meeting Night Change (Michel Hambrick): Because several active FOL officers and members have a conflict with the third Thursday of each month, it's requested that we change our meeting night to the third Wednesday of the month effective with the next meeting.

**Motion by Diana Russell to change meeting nights to the third Wednesday of each month effective with the March 2018 meeting.
Second & Vote: Motion carried.**

Trivia (Sandi Sabonis): Notes from the trivia discussion are attached.

Motion for Adjournment: **Motion was made by Diana Russell for adjournment.**
Second & Vote: Motion carried. Meeting adjourned 8:02 pm.

Next regular FOL meeting: 7 pm on Wednesday, March 21, 2018, at the library.

I certify the above minutes to be an accurate and complete summary of the minutes as approved on this date.

Diana Russell, Secretary

Date

Michel Hambrick, President

Date

Trivia Discussion—FOL Meeting Feb. 15, 2018

We will sell out at a total of 45 tables. VIP Table cutoff is 2/20. Currently, we have sold 16 VIP tables and 26 Regular Tables (including the last year's winning team table - McKinney Maniacs). That is a total of 42 total tables. This will get posted to Facebook to encourage final table sales.

We will email team captains with a description of the Live Auction item to build awareness and interest. Also, Facebook ad money is set aside to promote this item. Sandi will notify team captains of the TWO Great Guessbys teams of the duplicate team names. Sandi will notify team captain to clarify spelling of the the Let's Get Quizical team name.

Deb and Claudia will get printers from storage and bring to Zip it to test and determine if ink is needed.

Michel, Sandi, & Claudia will review and "load" ticket boxes and team packets with properly numbered tickets. Also, let Joe know if we have enough of all ticket types so more can be purchased if necessary. Meeting Friday @ 11am.

Sandi will send all large format files to be printed to Lynette for the Library to print. We will have a special recognition at the beginning of the trivia event.

Kay will need Instruction Packets for volunteers for each area - with a Area Lead designated for any questions that come up. Areas are:

Registration	Silent Auction - Deb/Dan
Bid-A-Bag - Pat Robbins	50/50 Raffle - Michel Hambrick
Ticket Sales	Answer Sheet Pickup
Table Monitors	Tech Table
Close Out	

Dan is creating the presentation and needs the following:

- Program Itinerary - Sandi to supply
- Emcee outline
- Logos for all sponsors - both cash and "in kind"

Joe needs:

- A list of all silent auction items to enter in to the credit card program. This will assist with close out.
- Logos/names of all "in kind" sponsors for inclusion on website/Facebook. This will also go in the event program.

Not discussed was an auctioneer for the live auction item - Deb was going to check with a friend.

Area of concern - Wine Pull. We do not currently have enough wine to conduct this event. Need wine donations!!!! Plan is separate white and red wine pulls.

Please let me know where my errors/omissions are. Thanks again!

Sandi Sabonis