

AGENDA

The below agenda was provided to the Festival Committee members in attendance.

- Introductions (Attendees)
- Old / New Business (2014 Improvements)
- Open Chair Positions
- Committee Updates
- Job Responsibilities
- Next Meeting / Adjournment

ATTENDEES

DAN KENSILL	JOYCE MUELLER
DAVID BRUENING	LAUREEN CATLIN
JEANNINE FRANK	RUSTY HERZOG
JOHN COURTNEY	VINCE METZGER

Laureen and John had to leave the meeting early so Laureen provided an update on the St. Susanna festival volunteer website and John provided an update on Entertainment (details below).

HOSPITALITY (Laureen Catlin)

Following the 2013 festival, Laureen stated that an evaluation was conducted on numerous volunteer websites. After research, the decision was made to use www.ivolunteer.com (e.g. susannaivolunteer.com). The new website has the following capabilities:

- Each chair booths can customize their individual booth content
- Each chair can have separate passwords
- Notifications can be configured to be sent with parameters (e.g. send out email to everyone “x” number of weeks before festival OR send “thank you” emails to everyone post festival, etc.).
- There will be “Age Limit” messages on the site for certain booths.
- Rusty asked if there was a way to text instead of email. Laureen stated that we currently only have an e-mail option. *(AI) Laureen will check on the texting option for www.ivolunteer.com.*
- This will be linked off of the St. Susanna site so there will be no login or authentication required.
- *(AI) Laureen will check to see if there is a way to link to booths from a map.*
- *(AI) For Laureen to finish building the site she will need to know the time slots for each booth. Laureen requested the booth chair and coordinator information by Apr-01 (deadline). Rusty mentioned that he would email his chair/coordinators to determine the time slots.*

ENTERTAINMENT (John Courtney)

- John asked the committee if they thought there should be a Sunday band. He was “kicking around” the idea and wandered what the payback would be for the cost. John stated that the Friday / Saturday lineup is done for 2014.

OLD / NEW BUSINESS

1. Pizza ovens – Jeannine asked if there is a need for the old pizza ovens. She may make some phone calls to determine if the extra oven might be best utilized.
2. Dan said that Lew asked about putting a port-o-let near the freezer truck in 2014.
3. Since it is early in planning, Jeannine posed the question whether there is an option to move the stage to another location? For example, would we be able to go with a larger single Black Jack tent and swap Fun Foods with the Stage area? The main problem would be with rain – straw would be required. *(AI) Jeannine will call Bob Shreve to see if he can mock up a couple of scenarios. We can always setup a side meeting to explore the options.*

OPEN CHAIR POSITIONS

The below positions have openings for the 2014 St. Susanna Festival:

1. Co-Chair
2. Advertising - it was noted that this position can be performed from home and there is no need for a business background. Just needs to be organized and follow-up. Person should be able to contact all radio stations and get pricing.
3. Major Gambling Chair – Tim Killion was a prospect but John Courtney mentioned that he will be unavailable the weekend of the 2014 festival.
4. Non-Major Gambling Co-Chair – both Jon Hawke and Scott Kososki are unavailable. This position will require the oversight of approximately 8 different games.
5. Security/Parking Co-Chair
6. Setup

Below is the current 2014 Committee Roster. The positions highlighted in yellow are the open positions. The positions highlighted in brown are the positions that have not been confirmed for the 2014 festival.

Committee 2014 September 5, 6, 7, 2014	Confirmed	First name	Last name	Phone	Mobile	Email
Chair2014	X	Vince	Metzger			vpmetzger@gmail.com
Co-Chair(Chair2014)		Open	--	--	--	--
Advertising		Open	--	--	--	--
Auction Co-Chair	X	Michelle	Avila		602-571-3558	michelle.avila@macys.com
Auction Co-Chair		Open	--	--	--	--
Basket Booth Co-Chair	X	Carolyn	Burns	513-779-9875	513-307-1776	ceburns@cinci.rr.com
Basket Booth Co-Chair	X	Ann	Roda		513-217-7053	annroda@gmail.com
Basket Booth Co-Chair	X	Tiffany	Zeuch		513-349-7311	tzeuch@sibcycline.com
Basket Booth Co-Chair	X	Ellie	Rose		832-794-0695	elenamrose@hotmail.com
Beer	X	Eric	Daly		513-617-4837	tristatehotshot@gmail.com
Beer	X	Mark	Meyers	513-680-2438	513-680-2438	meyersm@mclcluskey.com
Bingo	X	Heather	Van Pee	513-492-8046	513-739-3188	vanpeeh@gmail.com
Bingo Co-Chair	X	Joyce	Mueller	513-398-4529	513-549-6434	joycem234@yahoo.com

Committee 2014 <i>September 5, 6, 7, 2014</i>	Confirmed	First name	Last name	Phone	Mobile	Email
Electric	X	Rick	Franz	513-349-1978	513-349-1978	rckfranz@yahoo.com
Electric	X	Dan	Kensill	513-398-0012	513-313-0426	dkensill@cinci.rr.com
Entertainment	X	John	Courtney		513-377-4989	johnvcourtney@gmail.com
Finance		Brenda	Stier	513-477-9677	513-477-9677	lstier@cinci.rr.com
Food Co-Chair		Open	--	--	--	
Food	X	Maria	Nicolls		513-253-3994	m_nicolls@yahoo.com
Food Purchasing	X	Rusty	Herzog	513-759-0580	513-200-2109	mrputter1@mac.com
Grand Raffle	X	David	Bruening		513-348-6686	David.Bruening@yahoo.com
Grand Raffle	X	Kristin	Lieb	513-459-9285	513-252-6892	klieb@zoomtown.com
Grounds		Randy	Stegbauer		513-604-7955	resteg@gmail.com
Hospitality	X	Laureen	Catlin	513-886-1477	513-886-1477	catlin@stsusanna.org
Instants	X	Dave	Haverkos		937-313-2414	dave.haverkos@danis.com
Kids Games Co-Chair		Open	--	--	--	--
Kids Games Co-Chair	X	Amy	George		513-382-7591	algeorge75@hotmail.com
Kids Games Co-Chair		Allison	Lorei		513-967-0161	alorei@fuse.net
Kids Games Co-Chair		Michelle	Sidoti	513-336-6220	513-236-7630	mmsidoti@zoomtown.com
Kids Games Co-Chair		Maureen	Sorce	513-398-5538	513-668-3000	sorcepm@gmail.com
Layout		Bob	Shreve		513-473-4594	bshreve@fuse.net
Major Gambling-Chair		Tim	Schuh		513-238-7303	schuhman@fuse.net
Money Room	X	Jane	Yost	513-398-0911	513-379-8086	drugster@aol.com
Money Room Co-Chair	X	Sarah	McClain	513-336-6240		sarahmcclain5@gmail.com
Non-Food Ordering		Rob	Baker		513-582-1631	thefivebakers@gmail.com
Non-Major Gambling Co-Chair		Open	--	--	--	--
Non-Major Gambling Co-Chair		Open	--	--	--	--
Permits		Brenda	Stier	513-477-9677	513-477-9677	lstier@cinci.rr.com
Security/Parking Co-Chair	X	Jim	Manning	513-459-8501	513-340-5138	jkmanning1997@yahoo.com
Security/Parking Co-Chair		Open	--	--	--	--
Set Up		Tom	Skinner	513-582-7966	513-582-7966	tskinner@cinci.rr.com
Sponsors	X	Pete/Lynn	Olmsted	513-545-9685	513-317-7538	polmsted@cinci.rr.com
Staff Liaison	X	Jeannine	Frank	513-398-3821	513-919-5073	frankj@stsusanna.org

COMMITTEE UPDATES

GRAND RAFFLE (Dave Bruening)

- Jeannine asked if Lynn/Pete were going to reach out to Kings Honda since Dave contacted them last year. *(AI) Vince will contact Lynn.*
- Jeannine also asked if raffling a motorcycle instead of a boat might be an option. *(AI) Dave B. will talk to Kristen about a motorcycle.*

FOOD PURCHASING (Rusty Herzog)

- Rusty said they might be good with 2 chairs (Maria and Rusty). Fill the other slots and they could use someone if there is someone left.
- For the grounds, Rusty mentioned that he thought Brenda took care of Rumpke items last year. It might be good idea to do the same again in 2014 since it went smoothly.



AUCTION (Co-Chair Open)

- (A) Jeanine has a possible lead on a Co-Chair and will send her information.

ELECTRIC (Dan Kensill)

- Dan had no electrical update (other than a request to add an "L" to his last name from the 2013 Committee Roster).

BEER (Mark Myers / Eric Daley)

- Mark and Eric were not present at the meeting. However, Jeannine wanted to provide beer comments so that they were captured. For example, should there be separate chairs for both the beer tokens and the beer booth? We also need to explore the margarita option – was it a successful based on the amount of required work? Rusty stated that maybe instead of margarita then maybe they should go with a more expensive beer option.

JOB RESPONSIBILITIES

Vince mentioned that in the upcoming months he will send a Job Responsibilities template to all Committee Chairs. Every year there are openings on the festival committee and he is unaware of any documented job descriptions for each area. For new volunteers, it would be beneficial to provide a listing of a particular position as well as a timeline for the events that accompany that position. Additionally, these openings could be listed on the parish website or even bulletin.

ACTION ITEMS

#	OWNER	DESCRIPTION	OPENED
1.1	Laureen Catlin	Check on the texting option for www.ivolunteer.com	01-23-2014
1.2	Laureen Catlin	Check to determine if there is a way to link to booths from a map.	01-23-2014
1.3	Booth Chairs	Laureen will need booth chair and coordinator information by Apr-01 to setup the ivolunteer.com website.	01-23-2014
1.4	Jeannine Frank	Jeannine will call Bob Shreve to see if he can mock up a couple of scenarios for moving the stage area. A side meeting can be setup to explore options.	01-23-2014
1.5	Vince Metzger	Contact Lynn/Pete to inquire if they are planning to reach out to Kings Honda.	01-23-2014
1.6	Dave Bruening	Check with Kristen on a motorcycle raffle instead of a boat auction.	01-23-2014
1.7	Jeannine Frank	Jeanine has a possible Auction Co-Chair lead and will send her information.	01-23-2014
1.8	Vince Metzger	Provide all Committee Chair a Job Responsibility template to complete for when they decide to leave that position.	01-23-2014

The next meeting is scheduled for **February 20, 2014 @ 7:00 PM (St. Julie Billiard Room)**.

Meeting adjourned at 8:10.