

Wine & Roses Annual Retreat

February 27, 2010

9:00 AM – 3:00 PM

Home of Dawn Schultz

Facilitator: Dawn Schultz, Event Chair **Note taker:** Linda Gordon, for Linda Roers

Attendees: Judy Nissan, Charlene Landon, Anne Stapleton, Jennifer Frank, Kathleen Bernhardt, Treasurer Peggy Dare, Pres Sue Anders, Mary Stickney, Joey Voto, Karen Bravo, Dawn Schultz, Joyce Wuertz, Vicki Dunaway, Linda Gordon, Pres. Elect Gloria Janskovitch, Belinda Holloway, Tanna Harman .
(17 Members) Not in Attendance: Susan Duganz, Im Blazek, Stacy Handley, Leah Harvey, Jody Lafko, Sheila Ratliff, Seana Rau, Linda Roers, Cindi Roth, Nita Snow, Susan Sullivan, Johnna Voto, Gerri Voto-Braun, Kathrine Dresser (14 members)

Minutes/ Notes

Agenda item: 2011 Event & Committee Chairs

Presenter: Dawn Schultz

Discussion: Determined level of interest among members attending.

Conclusions: Need to reach out to other SIB members not in attendance for help. Dawn will mentor a co-chair in 2011 to take over as chair in 2012. Each committee chair needs to mentor newer members to take over their position.

Action items *Recruit Missing Chairs*

Person Responsible?? 09/01/2010

- ✓ **2011 Chair & Co-chair:** Dawn Schultz and _____
- ✓ **Programs, Invitations & Forms:** Peg Dare
- ✓ **Tickets Database Entry:** Kathleen Bernhardt Gerri Voto, mentor
- ✓ **Tickets: Printing** Sue Anders
- ✓ **Tickets:** Set up shopping cart within sibillings.org for marketing purposes: **Mary Stickney & Linda Gordon**
- ✓ **Tickets:** Online purchase retrieve & mail outs: **Tanna Harmon**
- ✓ **Tickets: Ticket Coordinator :** Joyce Wuertz
- ✓ **Wine Store:** Belinda Holloway
- ✓ **Publicity:** Vicky Dunaway
- ✓ **Raffle:** Kathleen Bernhardt
- ✓ **Silent Auction :** Chair _____
- ✓ **Silent Auction:** Joey Voto Mentor & Need Trainee _____
- ✓ **Flutes:** Tanna Harmon & Judy Nissan

Notes and comments regarding the 2010 event, as well as suggestions and motions for 2011 event follow these changes to our Club standing rules.

- 1) **Motion Moved and Passed: Beginning in 2011, The Annual Wine & Roses Retreat shall be held the 2nd Saturday in March.** Explanation- all receipts and invoices are not received in time for the treasure to reconcile, run reports and present by end of February.
- 2) **Motion Moved and Passed: Beginning in 2011 The Annual Awards Presentation Event will be held the 2nd Thursday in April, in lieu of the April Business meeting.**

Preliminary Budget vs. Actual Expenses and accounting of the 2010 event were presented by Treasurer Peg Dare, with explanation. Final figures will be emailed to SIB members as soon as final expenses are accounted for. Preliminary Income is estimated at \$32,021.00, less \$4179 from budgeted Income. Preliminary Expense is estimated at \$18,086.13, less \$4020.00 from budgeted Expense. Net Profit from the event if projected at just over \$13,000.

Member attendees reviewed line item awards/ donation we budgeted for last year at 2009 W&R retreat and Eliminated as recipient of funds:

- SI-Project 5/0 (\$50.00) Explanation: No longer exists
- MT State Women's Prison (\$500.00) Explanation: No longer exists

Agreed to have checks drawn for all other Service & Awards line items budgeted

Note: Line Item "Charity Recipient" budget was \$3000. We determined we have \$3725.00 to spend.

- 1) **Motion Moved and Passed: Of the \$3725.00, \$1800.00 will be awarded to Senior Helping Hands and \$1925.00 to our "Bright Eyes" project.** Explanations: In addition, \$880 was earmarked from the quilt raffle at pre-event meetings; monies received from raffle tickets were not included in net \$13,000. Bright Eyes project will receive the \$880.00 in addition to \$1925.

***See treasurer attachments at the end of these notes. 1) Accounting for Bright Eyes, 2) Service Money To Give as of 3/1/2010 from Wine & Roses \$13,000.00 and 3) BUDGET(income) WINE & ROSES 2011 with budgeted expenses to follow/

Special notes: **Jennifer Frank & Kathleen Bernhard report:** On January 21st, a Childhood Hunger Summit for Yellowstone County was held. At the summit, they identified key obstacles to feeding the people in Yellowstone County. Three taskforces were formed to help work on the problem. The taskforces are : Coordinated Access to Food, Education Taskforce and the Collaboration/Funding Taskforce. Kathleen and I were asked to represent Soroptimist and to attend the Collaboration/Funding Taskforce meetings. Unfortunately we were unable to attend the meeting last Thursday, but will attend future meetings. We will be able to give more information about the Taskforces and how Soroptimist will be able to fit in once we attend the Taskforce meetings. As of now, our knowledge about the Taskforce's responsibilities and how Soroptimist can come into play is very limited. **Stay tuned !**

Agenda item: Publicity

Presenter: Vicky Dunaway

Discussion: Publicity Expense under budget. Reviewed press releases sent. Poster pros & cons of Posters

Conclusions: Good media coverage. Add smaller poster distribution. Have only one website; sibillings.org

Action items

Person responsible

Deadline

- | | | |
|--|------------------------|----------|
| ✓ Press release names to Gerri & Kathleen for database entry | Vicki Dunaway | 9/1/2010 |
| ✓ Reduce Poster size | Peg Dare | 9/1/2010 |
| ✓ Contract with Lincoln Center to deliver / hand out posters | Judy Nissan / Peg Dare | 9/1/2010 |

Agenda item: Tickets

Presenter: Member Discussion

Discussion: Ticket sales under budget. Ticket Expense under budget. How to gather names, cleaning up data base list, ticket layout, send out dates, \$100 raffle for names, Oversell of \$65.00 tickets. Rules regarding Member tickets. Web site(s) tools.

Conclusions: We need to sell more regular price tickets. Discontinue wineandroses.info. Direct all Wine & Roses inquiry to sibillings.org. Make online ticket sales available. Members aren't aware they must pay \$35 for tickets. **Motion Moved and Passed:Members get 2 tickets for one price of \$35.00/ They can sell one or both. Therefore, If member buys corporate table, they may sell their 2 for \$35.00 member tickets. Members will be invoiced for tickets.** Delete old names from invitation list if haven't attended in 3 years or are deceased. Add new contact to list.

Action items

Person responsible

Deadline

- | | | |
|--|---------------------------------------|-----------|
| ✓ Revamp Tickets: Add "Sold by". Reverse Front & Back of Ticket | Sue Anders | 9/1/2010 |
| ✓ Email entire invitation database list to membership | Mary Stickney | 3/15/2010 |
| ✓ Add and delete names from emailed database list. Add new contacts | EACH MEMBER | 6/01/2010 |
| ✓ Clean up and merge Database to be ready for 1 st mailing. | Geri V-B(mentor)
/Kathleen B. 2011 | 8/15/2010 |

✓ Online shopping cart from 1shoppingcart.com set up at sibillings.org	Linda G & Mary S	9/1/2010
✓ Member tickets invoice for \$35.00 (2011 event) mailed to members	Treasurer Peg	6/1/2010
✓ Members to pay for \$35.00 member tickets by December 1 st	EACH MEMBER	12/1/2010
✓ Have 1 st mailing "SAVE THE DATE" mailed.	Kathleen Bernhardt	9/15/2010

Agenda item: Programs, Invitations & Forms

Presenter: Member Discussion

Discussion: Threw Away 35 posters. Needed more save the date postcards. Need revised 2 part wine form

Conclusions: Still need reduced size poster; legal size.

Action items	Person responsible	Deadline
✓ Have legal size posters made for 2011 event	Peg Dare	
✓ Contract with group Festival of Trees uses to distribute posters	Judy N. & Peg Dare	
✓ Put phone # on FRONT of all posters & invitations	Peg Dare	
✓ Discuss larger program pricing with Econo Print if necessary to insure all donors are listed in the program as well as on the bid sheets.	Peg Dare	

Agenda Item: Raffle

Presenter: Member Discussion

Discussion & Conclusion: Raffle went well. Should be wine related in 2011. Party tub or barrel full of wine.

Motion Made and Passed: *Each SIB member is to donate at least 1 bottle of \$10.00 or more wine to the Wine Raffle before December 1st. Raffle Tickets for sell to the public will be available December 15th. Price of tickets will be \$10 each or 3 tickets for \$25.00. Drawing will be held at the event. Need not be present to win.*

Action items:	Person responsible	Deadline
✓ Members get their donation (1 bottle of wine) to Kathleen Bernhardt	EACH MEMBER	12/1/2010
✓ Kathleen Bernhardt will assemble the tub/basket/ or barrel for display at 2011 event.		
✓ Raffle tickets need to have name, address, & phone # on them.		

Agenda item: Wine Store

Presenter: Linda G & Committee

Discussion & Conclusion: Wine store net about \$1300.00. Drives the event. Was confusing this year. Still getting calls from people who are expecting wine delivery. Forms are not handy. New shelving is needed. Committee meeting with clear instructions is necessary.

Action items:	Person responsible	Deadline
✓ Obtain at least 2 new shelving units	Belinda Holloway	
✓ Revise Order form and method of check out	Belinda & Co	
✓ Tables should be same height	Event Co-Chairs	
✓ Need at least 1 garbage can in wine store area	Event Co-Chairs	
✓ Wine Raffle Container to be Displayed at Wine Store		
✓ Water available to be available at wine store for \$1.00 per bottle.		

Agenda Item: Silent Auction

Presenter: Mary S & Joey V

Discussion: Sales just under budget ☺ Expenses under budget. Some remaining items. Strong discussion about making sure every donor gets listed under the numbered items where they pertain & not just on the page of the master list

Conclusion: It was agreed that all donors under each item would be listed even if it meant the program would be a little bit bigger. Mary Stickney will check with database programmer Kurt, Stickney to see if he can adjust the database to help us combine items in the program and on the bid sheets.

Agenda item: Food

Presenter: Dawn

Discussion & Conclusion: Final bill from Tom Nelson for food and Staff are not in yet. Assumption is "on budget". Napkins and plates ran out often. Food table at back by reserved tables missed in initial food set up.

Person responsible Deadline

- ✓ Contract with Tom Nelson for 2011 ASAP
- ✓ Review of suggestions and expectations should be in writing

Dawn & Co Chair ??
"*****"

Agenda Item: Thank you(s)

Discussion and Conclusion: All thank you letters have gone out. Thank you needs to be in Billings Gazette. Letter to editor is appropriate. Include raffle winners and recipients.

Action items:

Person responsible Deadline

- ✓ Send "letter to editor", Billings Gazette

Vicki Dunaway ASAP

Agenda item: Flutes

Peg Dare

Discussion: Sales over budget ☺ Expenses under budget. 5 remaining for sale to members after event.

Conclusions: *Motion Made and Passed: No Soroptimist member may purchase flutes pre event.*

Clarification: *If member purchases flute raffle ticket, their name can go into the \$100 cash drawing. It is recommended "not cool" to go collect the \$100 if SIB member wins.*

Action items:

- ✓ Any and all members should be up inexpensive flutes this summer and fall as they see them: TJ Max, Ross, Dollar Store, Pier 1, garage sales, etc.

Accounting for Bright Eyes:

Deposits

10/6/2009	478.50
10/7/2009	190.00
10/29/2009	15.00
10/29/2009	500.00
11/13/2009	360.00
12/11/2009	340.00
TOTAL	1883.50

Before the next deposits Bright Eyes received 2 checks:

- 1-- - \$1,883.50 Total monies raised (see above)
- 1 -- \$5,000.00 from SIBillings Service Account

NEXT DEPOSITS:

12/11/2009	100.00
12/28/2009	10.00
12/28/2009	145.59 (Herberger's)
2/2/2010	320.00 (Cash/20.) (Connie Grammens / \$50.00) (– Karen Frank / \$250.00)
TOTAL	575.59 (check will be mailed by 3/5/2010)

Transferring To Bright Eyes - \$880.00 from raffle @ Wine & Roses

Check will be Presented at Awards Banquet 3/25/2010 by you to the Billings Schools Health Advisory Council as separate monies raised at our Wine & Roses.

Awarded To Bright Eyes From SI Billings Night of Wine & Roses - \$1,925.00 which will be awarded at our "Awards Banquet" 3/25/2010 at the Petroleum Club. Check will be presented to the representative of the Billings Schools Health Advisory Council (they should be getting an invitation to the event).

I hope I have accounted for all the monies that you were inquiring about and if I have missed something, please let me know.

Peggy Dare, Treasurer SI Billings.

**Service Money To Give as of 3/1/2010 from Wine & Roses
\$13,000.00**

SERVICE:

SI Quadrennial Project 07-11	\$100.00	
SI Dec 10 th President's Appeal (matching up to)	\$100.00	
SI Disaster Fund	\$ 50.00	
SIA Annual Club Campaign (woa)	\$500.00	
Race For Cure (Helena Soroptimist)	\$250.00	
Program Speakers	\$ 80.00	
NRCTC/Outstanding Soroptimist	\$250.00	
Fran Elge Scholarship Fund	\$500.00	
Zoo Montana	\$250.00	
YAM Education Program (children)	\$250.00	
<u>TOTAL</u>		\$2330.00

AWARDS:

Young Artist Ewert Best of Show	\$ 500.00	
Young Artist-Teacher Award	\$ 250.00	
Young Artist Student Scholarship	\$1000.00	
Young Artist Awards (4 awards)	\$ 850.00	
Young Artist Reception	\$ 100.00	
Young Artist Expenses	\$ 250.00	
Awards Banquet / Recruiting	\$1000.00	
SIB One to One	\$1000.00	
Fellowship Award (our recipient)	\$ 1000.00	
Women's Opportunity Award	\$ 1500.00	
WOA – Expense	\$ 25.00	
<u>TOTAL</u>		\$7475.00

AWARDED:

Senior Helping Hands	\$1800.00	
Bright Eyes	\$1925.00	
		\$13,530.00

**** Left in Service Carryover \$1,000.00 projects not designated

BUDGET WINE & ROSES 2011**INCOME:**

DONATIONS	0.00
FLUTES	1,500.00
SILENT AUCTION	12,000.00
Tickets-Corporate Tables	9,750.00
Tickets-General Admission	5,400.00
Tickets-Members	900.00
Tickets-Reserved Seating	1,950.00
<u>WINE SALES</u>	<u>4,700.00</u>

TOTAL W&R INCOME 36,200.00**EXPENSES:**

Bar	200.00
Decorations (flowers/supplies)	600.00
Entertainment	.00
Equipment/Fixtures	
Lights	100.00
Linens	300.00
Pens	300.00
Other (wine store shelves)	100.00
Credit Card Processing fees	700.00
Grand Prize	100.00
Postage (Thank You's)	100.00
Programs	400.00
Storage Transport	300.00
Thank You Gifts	200.00
Ticket Printing	70.00
Ticket Postage	25.00
Tickets-Shopping Cart	130.00
Wine Glasses	500.00
Wine List	75.00
Wrap-Up Meeting	125.00
Facility – Depot	1500.00
Flute Expense	250.00
Food	5000.00
Food/Support Staff	1200.00
Invitations (2 X)	1300.00
Invitation Postage (2X) Total	650.00
Phone Line	132.00
Miscellaneous	100.00
Publicity:	
Banner	200.00
Newspaper/Radio	1300.00
Posters (raffle & commercial)	180.00
Silent Auction:	
Art	365.00
Dinners	250.00
Framing	1500.00
Forms (2 part)	35.00
Storage	500.00
<u>Wine Store</u>	<u>3500.00</u>

TOTAL Expenses 2011 22,287.00