Hinckley Festival Association NFP

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**Date:**  March 8, 2018

**Time:** 7:09pm

**Location:** J& K Half Moon

**Agenda**

1. Call to Order: Roll Call
	1. Joan Umano--present
	2. Nikki Beane—present
	3. Debbie Davis—present
	4. Liz Kerlin—present
	5. Teri Fecht—present
2. Approval of minutes from November 27, 2017 meeting:
	1. Teri motioned to approve secretary minutes from January 25th meeting, with corrections. Nikki seconded it.
3. Treasurer’s Report/approval:
	1. No deposits no checkes.
	2. Total liabilities and equity moving forward is $12,861.76
	3. Liz motioned to approve Treasurer’s Report. Nikki seconded.

**Old Business:**

1. NFP Progress-
	1. Joan tried to speak with Jason about our NFP status. Our new contact is Will, but he will not be in the office until March 13th. We are waiting to hear back from Will, if we do not get a call back that week, Joan will be calling Will.

**New Business:**

1. Auction Items-list (last year 39 silent and 7 live)
2. Dinner & Auction prep-
	1. Event tickets & payments -Teri
	2. Prepare Auction Brochure -Joan
	3. Prepare the silent auction clipboards –Liz
	4. Prepare the place setting cards -Nikki
	5. Prepare USB drive for TV -Liz
	6. Prepare Payout programs –Teri
3. Day of Auction-
	1. Set-Up 9am –Joan & Debbie
	2. Registration Table (get there at 5pm) –Teri & Debbie
	3. 50/50 Raffle table by signature drinks –Nikki & Liz
	4. Oversee the silent auction –Joan
	5. Contact person –Joan
4. Auction Ends 7:30pm
	1. Pull clipboards –Nikki, Joan, & Liz
	2. Debbie circles winners on form & organizes them by Brochure #
	3. Mark down winners on a master Brochure AND Teri & Liz will upload winners on their computer programs
	4. Load USB on TV
	5. We all sit down for dinner
	6. All auction items stay as is
5. Live Auction
	1. 1 person recording for auctioneer -Debbie
	2. Teri on computer, Debbie writing on the master auction brochure
6. Pay Out Table
	1. 2-3 people only –Teri on computer, Debbie & Liz taking the payments
		1. **Make payout slips for items: include #, item, description, blank line for how much they paid & their name**
	2. Auction winners can grab their own items
	3. Nikki and Joan can pack stuff up
7. Anything else? Next Meeting- April 2nd, 7pm and J&K Halfmoon
8. Nikki made a motion to adjourn meeting, Teri seconded at 8:43pm.