

## Wendy's Wish Committee

Meeting Minutes – Thursday, September 3, 2009

Committee Members Present:	Diane Burns, Barb Catron, Jeannie Engstrom, Charlotte Hartman, Teresa Hjeresen, Al Huntley, Marlys Johnson, Jodi Lopez, Cindy Pierce, Cathie Thomas, Karen Wykes
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	Item	Comments	Action Items
1.	<b>Fund Balance</b>	The Foundation office reported \$61,635.33 in the Wendy's Wish Fund, and Al and Jodi reported \$1,431.22 in the BOTC account. In addition, Al brought a \$250 donation from Marcia Huntley in memory of her brother, Rick Schmidt, who recently passed away from colon cancer.	<b>FYI</b>
2.	<b>Wendy's Wish Assistance Program</b>	To date \$4,770.99 has been spent to fulfill 46 cancer patient requests. Once the remaining \$429.01 is utilized, there will still be gas cards and grocery cards available from recent purchases.	<b>FYI</b>
3.	<b>Christmas Goose Boutique</b>	<p><b>Juried items/Vendors.</b> Diane ran through her list of vendors. Craft items (or photos of) were presented to the committee for approval:</p> <ul style="list-style-type: none"> <li>• Cathy Smith's stuffed dolls, needlework – approved</li> <li>• Gary Crossley's fused glasswork – approved</li> <li>• Lisa Ross of Ross Girlz Jewelz – approved</li> <li>• Turquoise jewelry (Al's friend) – approved</li> </ul> <p>Charlotte provided vendor contact info to Diane. Al will ask Cameron for a vendor list from the Summer Festival.</p> <p><b>Jewelry.</b> With a good variety of jewelry vendors, the idea to place them in one location was presented. The recommendation from the committee is that jewelry vendors stay the full time with their product or arrange with each other to rotate shifts.</p> <p><b>Vendor Guidelines.</b> There was general discussion about guidelines for vendors, including information on the raffle donation item, use of tags, and what will happen to items that are not picked up at the end of the sale. Marlys to type up the list that Diane provided, including modifications – to be mailed with tags to vendors.</p> <p><b>Price Tags.</b> After discussion, it was determined that Cindy would revamp her tag template to include 30 to a sheet. Charlotte offered to procure colored paper – enough for each vendor to have his/her own color. Marlys will print tags on colored sheets and mail to each vendor, along with guidelines.</p> <p><b>Wooden Bowls.</b> Al reported that Jack Harris would be donating wooden bowls for the event. Jack has asked that the committee price the bowls.</p>	<p><b>Marlys</b> to send Gary Crossley's contact info to Diane.</p> <p><b>Al</b> to get Summer Fest vendor list.</p> <p><b>FYI</b></p> <p><b>Marlys</b> to type and mail guidelines to vendors after the committee has critiqued and approved.</p> <p><b>Cindy</b> to revamp the tags. <b>Charlotte</b> to procure colored card stock; <b>Marlys</b> to make copies and mail to vendors.</p> <p><b>Al</b> to follow up with Jack.</p>

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<p>4.</p>	<p><b>Cancer Education at Christmas Goose</b></p>	<p><b>Advertising opportunities:</b></p> <ul style="list-style-type: none"> <li>• Diane asked committee members to watch for the little blurb in The Bulletin announcing when to submit holiday craft fair info.</li> <li>• The Cancer Treatment Center social workers are meeting to discuss a possible compelling story for the Marketing team to pitch to The Bulletin. If the paper picks up the story, there is the possibility they will also include information about the boutique.</li> <li>• Teresa mentioned that Steve Leon from "The Mountain" (KMTK 99.7) recently had his first colonoscopy and has indicated that he would like to do a support piece on the air. Would he be willing to mention Wendy's Wish and the upcoming boutique?</li> <li>• Christmas Goose Boutique post cards will be updated to indicate 2009 dates and times. Cards will be mailed to the combined 2008 Christmas Goose and 2009 "Wish Upon a Card" mailing lists (530 names/addresses total).</li> </ul> <p><b>Donation table.</b> From 2008 event debriefing, it was determined that the donation table needs to be manned full time – possibly Marty Betsch, who has indicated she could help.</p> <ul style="list-style-type: none"> <li>• <b>Donation envelopes</b> stamped with the quilt block logo will be made available. Everyone who makes a donation of any size is eligible for the raffle drawings.</li> <li>• Each vendor will be asked to donate one item for the <b>raffle</b> (optional donation).</li> <li>• There was discussion of having a <b>silent auction</b> item at this year's event, i.e., a weekend stay in SunRiver; spa treatment; or a nice gift basket from a local business.</li> </ul> <p><b>Scheduling.</b> Barbara offered to organize the scheduling of volunteer workers, and has requested an assistant as she will be out of town two weeks prior to the boutique. Diane will handle the scheduling of vendors to work the boutique (they also have the option to not work and donate 15% of their proceeds to Wendy's Wish).</p> <p><b>Employee badge swipe.</b> There have been discussions of utilizing the badge swipe system that allows St. Charles employees to utilize their badge for making purchases.</p> <p>Lizzi Katz, Community Cancer Educator, will have a cancer education corner at this year's boutique. There was talk of asking the same colonoscopists to be present and to have the virtual colon DVD playing on the overhead screen. Mary Hammond, head nurse in Diagnostics, had indicated to Karen that she would like to be involved again.</p>	<p><b>Diane</b> will submit the Christmas Goose Boutique announcement.</p> <p><b>Marlys</b> to follow up with CTC social workers; Marlys to submit story to the Marketing folks.</p> <p><b>Teresa</b> to follow up with Steve Leon (through her husband).</p> <p><b>Cindy</b> to make the updates; <b>Marlys</b> to print cards and posters; Marlys to procure volunteer help with labeling/mailing.</p> <p><b>Barbara</b> to include Marty on her list of volunteers.</p> <p><b>FYI</b></p> <p><b>FYI:</b> This info will be included in the vendor guidelines. <b>AI</b> to check with a couple of potential donors.</p> <p><b>Barbara</b> and <b>Diane</b> to handle all scheduling.</p> <p><b>Marlys</b> to follow up with Peggy Carey.</p> <p><b>Karen</b> to contact Mary Hammond. <b>Marlys</b> to touch base with Lizzi and/or Rose about having colonoscopists present.</p>
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<p>5.</p>	<p><b>October 8 Community Event</b></p>	<p>Wendy's Wish is welcome to have a presence at an October 8 Community Health event hosted at St. Charles. The Cancer Treatment Center will showcase their programs and services in the pre-function lobby area outside the conference room doors. Wendy's Wish is invited to display their banner and to distribute the Christmas Goose Boutique post cards, Wendy's Wish business cards and blue wristbands.</p>	<p><b>Marlys</b> to find out if it would be appropriate to sell the cancer bracelets at this function.</p>
<p>6.</p>	<p><b>Next meeting</b></p>	<p>We will keep our standing meeting for the month of September – Wednesday, the 16<sup>th</sup> from 5:15-6:15pm in the Cancer Treatment Center library.</p>	<p><b>FYI</b></p>