

Wendy's Wish Committee

Meeting Minutes –Nov. 18, 2009

Committee Members Present:	Al Huntley, Barb Catron, Sharon Zupo, Marlys Johnson, Jodi Lopez, Diane Burns, Karen Wykes, Cindy Pierce, Jeani Engstrom, Laura Thomas
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	Item	Comments	Action Items
1.	Christmas Goose	Dates next year Thursday, Nov 4 set up at 6. Sale Nov. 5-6. Marlys has already reserved the space. Hours: were still people shopping at 3:00 do we want to be open until 4:00?	Marlys
2.	Money	Donations \$493 Silent Auction \$707 plus more to come \$20, 900 total sales. Vendors get \$16,991 we are about \$5,584. Still money coming in.	Jodi
3.	Vendors and price tags	Most vendors want to come back next year. Jodi will work on better forms and guidelines for vendors. Hopefully will be able to get forms on line so can download. Vendors should check in so that we can check tags and make them redo if tags wrong Tell vendors that all prices need to be rounded up to a quarter or \$1 for easier money counting. Vendors need to pay one month ahead, by Oct 4, 2010. That is the day after the Bend Fall Festival we think. They don't need to send inventory lists. Just bring inventory list to setup. Vendors wanted to know how much space they got. Need to figure out how explain "boutique style". NO reduced prices for purchase of larger quantity because it is too hard for bookkeeping. (1 at \$2 3 for \$5) If vendors change price they need to change the tag. Inventory control number on each tag so that they can be checked off of inventory sheets. Do the Basket Cases want to know how much they made or should all 100% donations get red tags. Maybe other 100% donations could get blue tags Need to tell vendors that tables and tablecloths are provided. Diane will need to bring her tablecloths since we used all the ones that we had.	Jodi and Diane
4.	Set Up	Table set up in the main room was really good. Diane made a map. Jewelry location was good but possibly made it look like a jewelry sale. Jewelry could be in main room with each vendor having their own table. Volunteer runners get jewelry after customers pay.	Diane
5.	Silent Auction	More descriptive signs for silent auction. Need to put the silent auction in a more prominent spot. Not put things in middle of that area or put the silent	FYI

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		auction in the middle and use the counter for something else.	
6.	Lobby	Lobby area of hospital should have a bigger presence like a tree to let people entering know about the sale and draw people in. Will have to get permission	Marlys
7.	Security	Why was the area unlocked when we got there Saturday morning?	Marlys
8.	Employee Badge Swipe	Can ask again about employee badge swipe but probably not an option. We could invited Rosemary from gift shop to talk to group at a meeting.	Marlys
9.	Thank yous	Need to thank the guy on staff who helped set up.	FYI
10.	Publicity	For Bulletin we need to get both names in. Should it be called Christmas Goose/Wendy's Wish? Bulletin always cuts the part about Wendy's Wish. Need to advertise that there is no admission cost to shopper since many other boutiques charge an entry fee. Need to get the word out to all radio stations etc. There are community bulletin boards at most media outlets. Advertising needs to highlight that local money stays local. Local vendors Table advertising for center of tables in hospital cafeteria Need to have a person do publicity. Laura Thomas and Karen Wykes	Karen Wykes, Laura Thomas
11.	Other	Print out a copy of mailing list so that people can check off their names. All thought it was a successful event.	Marlys
12.	Calendar Vendor	Calendar Fundraiser for next year: Personalized calendars. Cost about \$4 so could sell for more. Must sell at least 100. Would have to mail them after they are received. Sharon Zupo would head up.	Sharon Zuppo
13.	Wendy's Wish Assistance	There have been 49 requests filled to date. \$5,003 has been spent with \$196.88 left this to spend this year. Total amount in our fund is \$61,538.58. This doesn't count any Christmas Goose money.	Marlys
14.	WebSite	Need to put on website the things we have done to help people and other numbers that would be interesting. Maybe publicize big "in memory of" gifts.	Al, Michelle
15.	Next Meeting	No meeting in December. Next meeting January 20, 2010	FYI