



2017 QWS Planning Committee - Meeting #8
December 6, 2016 (Tuesday) 6:00 – 8:00 pm
Delta Township District Library (5130 Davenport Drive)

- A. Welcome/Committee sign in sheet - Gary
- B. Meeting minutes - Linda
- C. Communications – Pat
- D. Work Group Reports
 - 1. Financial – Virginia
 - a. Bank balances, recent expenses and income
 - b. PayPal option available for exhibitors, goal to have all registrations paid by March 2
 - 2. Society business - Russ
 - a. New QWS member recruitment subcommittee needed to fill Board and Planning Committee
 - 3. Website/Exhibitors – Gary
 - a. Demo of new features on our website, review of Google Analytics
 - b. Exhibitor registration demo
 - c. New email addresses: info/treasurer/manager@quietwatersociety.org
 - d. As of Dec, 1, there are 48 registered, goal is 100 by Jan. 1 and 150 (full house) by Feb. 1.
 - e. Need suggestions for new exhibitors
 - f. Will assign exhibit spaces on Feb. 1
 - g. Name badges – type and printing
 - h. Review of symposium deadlines
 - 4. Day of show - Kat
 - 5. Event awareness – Allen
 - a. Ad sales - Fiona
 - b. Rack cards distribution, posters, Facebook
 - c. QWS press release sent to all MSU Extension offices - Joe
 - d. Billboard campaign
 - e. Show program booklet old content, new content and deadlines – Allen/Pat/Robin/Linda/Gary
 - f. Need new volunteer to capture show on video (Kevin?)
 - 6. Speakers – Linda
 - a. Update on speaker bookings/submissions
 - b. All speakers will promote safety
 - c. Admissions/Volunteer Subcommittee – Linda/Joe/Virginia/Emma
 - 7. Show support – Gary
 - a. Application for raffle license, need to promote Raffle Grand Prize (Wenonah Plus, Astral V8 PFDs)
 - b. Sponsorships – Founders Brewing is back!
 - c. Kruger award plan, nominations due by Dec. 31 – George, Pat
 - d. Concession staffing to increase from 6 (2016) to 16 (2017) per MSU (Justin)
 - e. Shuttle bus vs other service
- E. Informational
 - 1. QWS interview on WJR 760 AM, time TBD, February 25 or 26
- F. New Business
- G. Calendar
 - 1. January 3, Tuesday (meeting #9), 6:00 pm, TBA
 - 2. January 24, Tuesday (meeting #10), 6:00 pm, TBA
 - 3. February 7, Tuesday (meeting #11), 6:00 pm, TBA
 - 4. February 21, Tuesday (meeting #12), 6:00 pm, TBA
 - 5. March 3, Friday, show set up day
 - 6. March 4, Saturday, 22nd Annual QWS
- H. Adjourn to EagleMonk