



2017 QWS Planning Committee - Meeting #9  
January 3, 2017 (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 and recent expenses
    - b. Update on registration, sponsorship and ad payments
  - 2. Society business - Russ
    - a. New QWS member recruitment subcommittee needed to fill Board and Planning Committee
  - 3. Website/Exhibitors – Gary
    - a. Exhibitor registration update
    - b. Update on exhibits with demonstrations
    - c. Need suggestions for new exhibitors (first name/last name/email address)
    - d. January exhibitor newsletter
    - e. Need features for website/Facebook publication
  - 4. Day of show - Kat
  - 5. Event awareness – Allen
    - a. Ad sales to LL Johnson, Williams Subaru, status of last year’s advertisers - Fiona
    - b. Rack cards distribution, posters
    - c. Facebook
    - d. Billboard campaign - Lansing, Grand Rapids
    - e. Ideas to attract more first time attendees
    - f. Show program booklet, new art work donated, grant reports, deadlines – Allen/Pat/Robin/Linda/Gary
    - g. Need new volunteer to capture show on video
    - h. Show signage
  - 6. Speakers – Linda
    - a. Speaker program is full (33 slots)
    - b. Admissions/Volunteer Subcommittee – Linda/Joe/Virginia/Emma
    - c. Volunteer Spot to go online soon
    - d. Speaker gifts
    - e. Rooms booked at Candlewood
  - 7. Show support – Gary
    - a. Raffle license has been received, need to promote Raffle Grand Prize, door prizes
    - b. Wenonah Plus to be displayed in Constitution Hall from Feb. 1 to 28
    - c. Sponsorships – MDNR, Founders; Williams is pending
    - d. Kruger award, need to select winner, create plaque, plan presentation ceremony– George, Pat
    - e. Trailspotters has agreed to donate shuttle service
    - f. Children’s activities
    - g. Boy Scouts
- E. Informational
  - 1. QWS interview on WJR 760 AM, time TBD, February 25 or 26
- F. New Business
- G. Committee photo for 2017 program booklet
- H. Calendar
  - 1. January 24, Tuesday (meeting #10), 6:00 pm, TBA
  - 2. February 7, Tuesday (meeting #11), 6:00 pm, TBA
  - 3. February 21, Tuesday (meeting #12), 6:00 pm, TBA
  - 4. March 3, Friday, show set up day
  - 5. March 4, Saturday, 22<sup>nd</sup> Annual QWS
- I. Adjourn to EagleMonk