



2017 QWS Planning Committee - Meeting #11
February 7, 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
 - c. Cash boxes for event
 - 2. Society business - Russ
 - a. Progress on member recruitment to fill Board vacancies and Planning Committee leadership
 - 3. Website/Exhibitors – Gary
 - a. Exhibitor registration closed on Feb. 1, late registrations go to a waiting list
 - b. Exhibit spaces have been assigned to 154 exhibitors
 - c. Final list of exhibitors for printing due Feb. 8, need to print badges
 - 4. Day of show – Kat
 - a. Food for staff
 - 5. Event awareness – Allen
 - a. Ad sales
 - b. Facebook
 - c. Billboard campaign - Lansing, Grand Rapids
 - d. Show program booklet deadlines – Allen/Pat/Robin/Linda/Gary
 - e. Show video
 - f. Show signage
 - 6. Speakers – Linda
 - a. Looking for a few volunteers to fill remaining spots
 - b. Critical areas – exhibitor sign in, admissions, room monitors
 - c. Speaker gifts in production
 - 7. Show support – Gary
 - a. Door prizes – Jerry
 - b. Tables and chairs
 - c. QWS trailer towing to event and location in Pavilion
 - d. Wenonah Plus on display in Constitution Hall from Feb. 2 to 28, tickets at Power of Water
 - e. Pick up canoe and store until show
 - f. Sponsorships – MDNR, Founders, EagleMonk; Williams is pending
 - g. Days of show insurance
 - h. Will have West Marine paper bags this year, door prize tickets
 - i. Kruger award, winner has been contacted, create plaque, plan presentation ceremony– George, Pat
- E. Informational
 - 1. QWS interview on WJIM 1240 AM, Sat, Feb. 11, at 11:05 a.m., also on WJR 760 AM--Detroit at 7 p.m., Sunday, Feb. 12. Chance that we may also get some onsite interviews day of show.
- F. New Business
- G. Calendar
 - 1. February 21, Tuesday (meeting #12), 6:00 pm, home of Pat Harrington
 - 2. March 3, Friday, show set up day
 - 3. March 4, Saturday, 22nd Annual QWS
- H. Adjourn to EagleMonk