



Quiet Water Society
Special Meeting of the Board of Directors #1
April 3, 2017 (Monday) 6:00 pm
Delta Township District Library (5130 Davenport Drive)

- A. Welcome new members/sign in sheet/meeting minutes
- B. Who will do the event planning and execution for QWS 2018?
 - 1. Options
 - a. A planning committee lead by and made up of volunteers
 - b. A planning committee lead by contract services and made up of volunteers
 - c. Contract services assisted by a pool of volunteers
 - d. Commercial owner with employees performing all tasks
 - e. Commercial partner assisted by a pool of volunteers
 - f. The Quiet Water Society Board of Directors assisted by a pool of volunteers
 - g. Other event manager?
 - 2. Discussion
 - 3. Motion entertained to choose best QWS 2018 event management option
- C. What tasks would have to be done by the QWS 2018 event manager?
 - 1. Examples
 - a. Budgeting – reviewing past event costs and projecting future costs
 - b. Scheduling – maintaining a calendar of deadlines and meetings
 - c. Site selection - reserve the Pavilion or alternate location
 - d. Site preparation – hang banners, table & chairs set up/tear down, room set up
 - e. Obtaining permits/insurance – raffle license/day of event coverage
 - f. Transportation/parking – for guests, staff, exhibitors
 - g. Speaker liaison – speaking fees, accommodations, speaker gifts
 - h. Volunteer manager – recruit, train volunteers, schedule, recognize
 - i. Exhibition manager – manage exhibitors, floor layout
 - j. Event security – night security, coordinate with MSU staff
 - k. Event marketing – Facebook, print media, billboards, website
 - l. Communications manager – mail pick up, email replies
 - m. Web master – update website
 - n. Program booklet editor – content, ad sales
 - o. Supplies manager – trailer/supplies oversight
 - p. Emergency planning – medical issues, building safety
 - q. Other tasks
 - 2. Discussion
 - 3. Motion entertained to assign each of the above tasks to the 2018 event manager or to a willing volunteer
- D. When are the critical times in a successful QWS 2018 timeline?
 - 1. List key dates for roll out/completion of tasks/general calendar planning
- E. Review of QWS 2017 finances
 - 1. Outstanding invoices/receivables
 - 2. Submission of 2016 tax return by April 15
- F. QWS Grants Program based on the 2017 event
 - 1. Need new grant application
 - 2. Need a budget for program
 - 3. Discuss revising the June 1 deadline for grant applications
- G. Informational
 - 1. Hugh Heward – April 29
 - 2. Application due to Founders Brewing for 2018 sponsorship – early May
 - 3. Five Rivers Voyage – August 1 to September 29
- H. New Business
- I. Calendar
 - 1. Next meeting on June _____
- J. Adjourn to EagleMonk for refreshments