



2017 QWS Planning Committee - Meeting #12
February 21, 2017 (Tuesday) 6:00 – 8:00 pm
Home of Pat Harrington (1709 Marcy, Lansing)

- A. Welcome/Committee sign in sheet - Gary
- B. Meeting minutes - Linda
- C. Communications – Pat
- D. Work Group Reports
 - 1. Financial – Virginia
 - a. Update on registration, sponsorship and ad payments
 - b. Exhibitor registration, what is needed for packets?
 - c. Payment to Candlewood for rooms
 - d. Other day of show issues
 - 2. Society business - Gary
 - a. Progress on member recruitment to fill Board vacancies (4) and Planning Committee leadership
 - b. QWS Board meeting follows Planning Committee meeting
 - 3. Website/Exhibitors – Gary
 - a. Working to match cancellations (5) and waiting list organizations (8)
 - b. Final list of 154 exhibitors printed on Feb. 10 for program booklet
 - c. Need to print 319 name badges
 - d. March newsletter sent out on 2/16/17
 - e. Door prizes provided by exhibitors
 - 4. Day of show – Kat
 - a. Food for staff
 - 5. Event awareness – Allen
 - a. Ad sales
 - b. Social media campaign, Twitter page has been updated with 2017 information
 - c. Billboard campaign - Lansing, Grand Rapids
 - d. Show program booklet at the printer, need to add to website
 - e. Show signage
 - 6. Speakers – Linda
 - a. Looking for a few volunteers to fill remaining spots
 - b. Critical areas – exhibitor sign in, admissions, room monitors, raffle tables
 - c. QWS bandanas for speaker gifts are complete
 - d. Performance by Martin and Company
 - 7. Show support – Gary
 - a. Door prizes (snowshoe clock, Heavner rental, Kalamazoo River books, silver dollars) – Jerry
 - b. Tables and chairs final count (213/845?)
 - c. Wenonah Plus on display in Constitution Hall until Feb. 28, Pat to pick up and store
 - d. Sponsorships – MDNR, Founders, EagleMonk
 - e. Days of show insurance
 - f. West Marine to deliver 1,400 paper bags on set up day, need 3,000 door prize tickets
 - g. Kruger award, create plaque, plan presentation ceremony– George, Pat
 - h. Good interview on WJR/WJIM, day of show option for live interviews with Kirk Heinze
 - i. Trailer movements
 - j. Other day of show issues
- E. Informational
 - 1. GREAT presentation by Gary and Linda on March 15, Steve’s Ranch, 6:30
- F. New Business
- G. Calendar
 - 1. March 3, Friday, show set up day, 7:00 AM to 7:00 PM
 - 2. March 4, Saturday, 22nd Annual QWS, 7:00 AM to 7:00 PM
- H. QWS Board of Directors meeting
- I. Adjourn to EagleMonk