



THURSTON COUNTY STEERING COMMITTEE

Compassion of Individuals, Power of Community



AGENDA

February 8th 2017; 2:00-4:00 p.m. @ Department of Health, 111 Israel Rd., Tumwater (TC2) Room 158

Call in number: (360) 407-3780; Pin code 126856#

Documents Provided: None

Invitees:	<input type="checkbox"/> Kim Beckham	<input type="checkbox"/> Alisha Fosset	<input type="checkbox"/> Jessica Larsen	<input type="checkbox"/> Randy Ryan	SOS Staff: <input type="checkbox"/> Stephanie Horn <input type="checkbox"/> Philip Kerrigan <input type="checkbox"/> Heather Lucas <input type="checkbox"/> Dawn Baker
	<input type="checkbox"/> Denise Clark✓	<input type="checkbox"/> Evelyn Hinken✓	<input type="checkbox"/> Sandy Mitchell	<input type="checkbox"/> Tanyah Williams	
	<input type="checkbox"/> Donna Cole✓	<input type="checkbox"/> Jennifer Inman	<input type="checkbox"/> Jennifer Montgomery✓	<input type="checkbox"/> Kelly Wilson✓	
Time	Agenda Item	Presenter	Notes/Action Items		
2:00 – 2:05	TCSC Announcements	Denise/Evelyn	No announcements at this time.		
2:05 – 2:15	State Announcements	Philip/Dawn	No SOS office staff present.		
2:15 – 2:30	Recognition Event(RE) – Location/walk thru	Evelyn/Denise	Evelyn and Kelly were present with the SOS staff for the Washington Performing Arts Center walk thru Wednesday, February 1 st . The WPAC staff presented their ideas for our event set-up. It was agreed that the Registration tables would be just inside the entrance doors. The catering items would be set up at the concession stand to the left of the entrance. The Photo Booth would be set up in a cubby just to the right of the concession area. Six bistro tables and 4 Cabrera tables (with chairs) would be set up in the main floor area. The bar will be at the back of the main floor area. Benches will be set up around the main floor area. The SOS office will provide black table clothes. The volunteers will be able to enter the day of at 3:00PM. The doors will be opened to all invitees at 5:00PM and the program will start in the auditorium at 6:15PM. WPAC will have an evening manager on site during the event to assist as needed. WPAC staff will service garbage cans as needed throughout the night.		



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			<p>Evelyn will check with Philip concerning the photo booth props, camera and photographer as well as drawing tickets.</p> <p>Trophies that resemble an Oscar have been ordered from Tags. The individual winners Oscar will be a slightly smaller version of the Oscar presented to the group winners.</p>
2:30 – 2:40	RE - Menu	Evelyn/Denise/Philip	<p>The SOS office set up the catering contract with Bayview Catering. The menu was shared with members present. Evelyn has asked the SOS office to additionally order a Meconi's sandwich tray for the volunteers that will be there working all afternoon and evening.</p>
2:40 – 2:55	RE – Centrepieces	Evelyn	<p>Fifteen charities have signed up to provide centrepieces for decoration. These centrepieces will be given away during as door prizes during the event. The charities will be notified that drop off will be the day of at the WPAC between 3:00PM – 4:30PM. Evelyn will check with Sandy if the HCA could be a drop off site the days prior to the event in case any charity can't drop off the day of. Evelyn will also verify with Philip that the SOS office will be providing drawing tickets as the event.</p>
2:55 – 3:15	RE – Volunteers/time & duties	Evelyn/Denise	<p>It was determined that 8 volunteers will be needed to run the event in addition to our 2 co-chair presenters. Two volunteers are needed at the entrance, two at the Registration table and two at each of the two entrances to the theatre. Evelyn will send out a Volunteer sheet with committee members' assignments.</p>
3:15 – 3:25	RE - Program	Evelyn/Denise/Philip	<p>The committee decided we would like a copy of the TCSC Interest Form should be inserted into the program. This form is usually distributed to all invitees via their dinner place setting. Since this year there is no sit down dinner the committee decided this was a viable alternative. Kelly will email the current form to Evelyn and Denise to update and then distribute to Philip.</p>



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3:25 – 3:30	RE – Attire (committee members)	Evelyn/Denise	Committee members volunteering at the event are asked to be “a little dressy”. There is no specific dress code but all are asked to look “nice”. An all TCSC member group photo will be taken at 4:00PM the day of the event. Please be present if at all possible.
3:30 – 3:45	FTE Articles	Evelyn	Evelyn volunteered to write the article for March with the subject being the Recognition Event.
3:45 – 4:00	Roundtable	All	Kelly announced she will not be at the March meeting and asked for a volunteer to take the minutes. Donna volunteered and Evelyn volunteered as a back-up to Donna.

Next Meeting: March 8th from 2:00-4:00 p.m. @ DOH, 111 Israel Road (TC2) Room 158