

02-28-2022_GMM Planning Meeting Minutes

Start at 4:00 pm (Eastern) by Zoom

Meeting attended by: **Liz Bateman** (meeting leader), *Jim Bateman (Liz's husband)* to help with costs, **Compton Reeves, Wayne Ingalls, George Usher Joan Szechtman**

Meeting Purpose: To discuss GMM Registration form, GMM Program, expenses, meal selection, and how much to charge participants.

- We basically decided on \$200 for registration + 70 (dinner) + 30 (breakfast on Sunday). Essentially, \$300 pp unless people opt out of food.
- I need to find out about the Friday reception to see if any beverages will be served. Would the Branch pick up the cost for 4 pieces of Hors D'oeuvres pp (must have 25 people). There is already \$17 pp in the registration allocated for the Friday Hors D'oeuvres (I need to find out about beverages).
- According to the hotel food sheet, the least expensive (4 pieces - 2 hot and 2 cold- of Hors D'oeuvres) is \$26 per guest (more than the original amount I had planned on). I put a copy of my sheet on the Google site.
- George Usher suggested having a metro map in the goodie bag along with the other things. Joan suggested perhaps having raffle tickets in the bags or we would just sell them at the event and not on the Registration form since one can't buy them via PayPal.
- The Program could be sent to people by e-mail, inside the advertising packages with the Registration Forms, and handed out at check-in inside the goodie bags &/or have a stack of them on the check-in desk.
- We thought the GMM program/registration should be sent out in March, given that we will have a meeting on the 13th of March for final decisions.
- No one really had an opinion about ZOOM costs, so that could be discussed at the next meeting.
- The more you can get people to pay for things in advance, like the food, the less the Society will have to pay. BUT, we want more people to come, especially since we have a fair amount of money in the coffers. I forgot to say that Susan is going to suggest that the Registration Form- which is the main item for discussion on Sunday—needs finalizing in terms of cost of each item, needs to add George Usher's information as Registrar, and whether we will be using Eventbrite as one mode of registering. (The link to Eventbrite that is listed on the draft form is copied over from the 2020 GMM and that link is defunct, but should we decide to go with Eventbrite, then someone will need to create the 2022 GMM Event there, and create the appropriate link. Please note that Susan just copied over the cost for each item, e.g., \$150, \$75, and \$35 from the 2020 GMM, so she is not intending to suggest this is what she is suggesting the costs to be. We'll be discussing those items.) Also, she said that she's going to suggest that the Board should be setting aside at least \$3,000 in their cash reserves specifically for the GMM that is held every 2 years.
- We're planning to have the Registration forms be inserted in with the March *Register* mailing and via an email blast to the membership.
- George, the Registrar, asked Jim (who presented his numbers 😊) to give him his numbers to look at, so Jim is working on that now. I'm meeting George on the 3rd to sign bank cards for our Chapter and will give Jim's form to George then.

- I might add, that the Layton room can hold 9 rounds with 8-10 (I prefer 8) people plus the podium and long tables at the back of the room for the raffle items. So, that means that either 72 or 90 people could attend in person.
- I have to find out about the VA tax (since we're a non-profit), the Friday reception beverages, and the metro maps. The Friday night food is actually \$26 pp for four pieces, two hot and two cold. IF we don't have to pay the 6% VA tax, then that will nearly offset the increase in the Friday Hors D'oeuvres (beverages unknown - I'll find out tomorrow.) [Note: Deborah Kaback and Wayne Ingalls are currently working on getting the non-profit tax exemption for Virginia.]
- Also, people said they preferred the salmon to the coq au vin.
- Joan Szechtman said she would contact Sally Keil to see if she'd be willing to do a brief presentation on the Missing Princes Project that she's heading for the American Branch either in person if she attends, or via Zoom.

Meeting concluded: 5:20 PM est.

GMM planning discussion to continue in the 03-13-2022 bi-monthly branch meeting.