

9/18/2022 GMM Planning Meeting Minutes

Meeting began at 4:10 pm Eastern time

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Meeting attended by: Compton Reeves, Deborah Kaback, Susan Troxell, Wayne Ingalls, Liz Bateman, George Usher, Joan Szechtman

[Meeting notes are highlighted.]

Current Status of Registrations

Will we meet “hotel night minimum”? Yes, we are at 80% now

# attending by Zoom: 21

# attending in Person: 20 (may have 26)

+ Paypal attendees (Currently unsure as to how many registered via Payal)

Concerned UK Zoom may be confuse with out GMM.

Final list of Attendees -- We are currently at 80% for hotel contract.

Need to combine Eventbrite + Mailed + Paypal Registrations – George currently has the PayPal list, but not those who registered via Event Brite

Will need a list of emails for “Zoom attendees” (So that we can forward them the GMM Meeting Zoom link)

Payments due to Hotel and Others

Hotel Balance due 10/14 (will ask, probably around \$1,500)

Balance due AV contractor (\$2,370) – If we wire the money we need complete bank information, would only need the payee info for check.

Balance due 2 Speakers & 3 Musicians (\$1,750) – will pay them by check.

“Final” Budget is due to Board (asap) – Susan to work with Deborah.

Total Income to Date: \$5,284 + Paypal registrations + Raffle income

Estimated Total Expenses: \$10,000

Final Counts & Meal Selections due to Hotel on October 14<sup>th</sup> – Susan will work with Liz.

Decorative Banners for Room/Podium

Contact MI Chapter? – Determined we will create our own podium bannere. Liz suggested the American Branch Logo with the red and white stripes. Joan will contact Cheryl Greer for an image with a high enough resolution to print on a large area. Liz will contact the Hotel to get the dimensions for the banner. Joan will contact Sun Graphics to make banner.

When are we allowed into the Room to set up our stuff?

Who is going to set up Raffle, Sales tables? – Liz and Susan will start setting up tables around 3 pm and will have to be “built” as merchandise arrives. Anything that is to be sent to Liz has to get to her by 10/13.

Friday Registration & Welcome Refreshments

Hotel check-in is allowed at 3 pm

GMM Registration is at 5 pm?

Light refreshments will be available 5pm- \_\_\_????

Will need a volunteer to greet & check people in to GMM

Upon GMM check in, people get Gift bags + GMM Program Package

GMM Program Package consists of Name Tag/Lanyard; Program for GMM; Business Meeting Agenda with Reports from Officers & Committees; List of GMM Attendees; Raffle Tickets?; confirmation of dinner entree selection? **Also need name cards, dinner place cards with dinner choice.**

Tables for Used Book Sales, Raffle Items, Silent Auction

How will we handle sales, raffle & auction – **Raffle tickets will be available for purchase at reservation desk. Silent auction only (no open bidding), Valuable books will be raffled, other will be sold at fixed price, number of price categories TBD.**

Who will handle \$\$/cashier activity?

Speaker & Music Program

Deborah - we will need to have checks written out OR would it be easier to pay them via bank wire transfer? (Balance due to DeVries is \$500; to Carol Anne is \$250; to Hesperus Nova \$1,500) **While we could do wire transfers, we would need each person's complete bank information. Therefore, we came to the conclusion that the speakers and musicians would be paid via check.**

Liz is liaising with Carol Anne, will introduce her

Susan will liaison with Dr DeVries & Hesperus Nova, will introduce them

Compton is attending, not using slides or handouts, Susan can introduce

Business Meeting

Board runs this -- **Yes**

Will the Missing Princes report be given during this? – **Decided to move the Missing Princes report to after Dr. Kelly DeVries' presentation and before the start of the business meeting so that Zoom attendees will be able to view it.**

How will Questions asked by Zoom attendees be handled?

Someone will have to monitor the Chat and Q&A Zoom sidebars; (AV guy?) – **Possibly, Joan will bring her laptop should the A/V guy not be able to do it.**

Zoom attendees will vote via “raised hand” – **Yes.**

Dinner Banquet

We'll need some way to remind people what they ordered – **each attendee will bring their dinner card that was placed in each's registration package to be placed at their seating choice.**

Assigned seating? (we've never done it that way?) – **No.**

Table flower arrangements - seek donations? – **Liz showed us the pop-up cards to be placed as center pieces.**

Awards Presentation

When will we do this? – **at the end of the dinner, probably before the entertainment.**

Who will do the presentation? – **American Branch chair.**

Auction: when will this be done & who will lead it? – **Silent auction closed at 6:00 PM and winners announced shortly after.**

Sunday's program

After breakfast, will begin with UK Zoom (Langley interview) – **May have to watch talk before or while eating breakfast because in UK the clocks will go back on 30 Oct. at 2am.**

Compton's talk

Wrap up discussion

Will need volunteers for Taking Minutes & Photographer for GMM – As the current acting secretary, Joan will take the minutes for the meeting.

### **PROGRAM AS OF 9/18**

Friday, October 28 (In person only)

3 PM HOTEL room check in begins

5 PM GMM Registration begins

5-9 PM Raffle/auction items on display and used book sale

5-6 Reception, light refreshments

Saturday, October 29

7:30 – 9 AM Hot buffet breakfast

9:15 Welcome remarks

9:30 – 11:45 CAROL ANN LLOYD LECTURE

11:45 Box lunches/lunch break

1:15 – 3 PM DR. KELLY DEVRIES LECTURE

3:00-3:15 Missing Princes Project report moved to this time slot

3 - 4:30 PM GMM BUSINESS MEETING (now starting Business meeting at 3:15)

4:30 – 6:00 Free time for Members

4:40 – 6:00 Set up the CD's for dinner music (Gabe)

6:00 PM close auction and award winners

6:10 GRACE by David Stifel (Nance Crawford's partner or son?)

6:10 Toast our 60 th Anniversary (Susan)

6:15 PM Report by Bobbie Franks on the Missing Princes Project (moved to 3:00 PM)

6:30 PM Ricardian Dinner Banquet

7:30-7:40 PM AWARDS CEREMONY

8:00 PM Concert by HESPERUS TRIO NOVA

Sunday, October 30 (In person only)

7:30 – 9 AM Continental breakfast + choose raffle winners

9:00 – 10:30 Interview of Philippa Langley by Matt Lewis from the UK (need to check on when the UK goes to standard GMT time).

10:30 Morris McGee Memorial Lecture: DR COMPTON REEVES

11:30 WRAP Up Discussion and Adjournment

1 PM Hotel Checkout

[Centerpieces to be available to purchase where amount is decided by the person who wants to buy them. Or, would it make sense to make them part of the raffle?]

Meeting ended at 6:30 PM