

Topic: Member/Guest Day
Recorded by: Susan Nuttall

Attending: Jackie Gain, Rhonda Dietz, Margo Eckhardt, Shari Ogburn, Vicki Mulder, Susan Nuttall, Betty Whittington, Dee Korte, Sherrie Wenzel

Absent: Carolyn Merritt, Becky Turner, Mary Henning, Penny Mosely

Purpose: Review plans to date for the Member / Guest Day and determine price for lunch and raffle prizes.

The team reviewed the information in the BV9WGA Event Summary Document as of 7/8/2024.

We reviewed the:

- Theme - Gathering of the Clans - Highland Games. Shari donated 15 vases for decorations.
 - Clans will include Buchanan, Kidd, McCollum + 3-5 more , 6 to 8 total
- Flier - Sherrie will create a flier. Susan asked the design to include a portion that can be a header.
- Limit - 72 players & Guests - so we all fit in the room (subject to change)
- We will limit attendance to Members and their guests.
- Golf Plan -
 - Step Aside scramble, front and back at Highlands, Shareable prize for the "Clan" that has the lowest combined score.
 - Include CTP for Member and Guest with coupons as the prize
 - One game with Scottish flags
 - Include a Save a Putt for each person.
- Lunch
 - Susan to check to see if a Gluten Free Veggie Pizza is available. Also check if an Entree size Chicken Salad could be available. Poll the registered players as to dietary restrictions.
 - Susan to follow up on pricing and drinks
 - Club will provide a decorated cake for dessert.
- **A motion was made by Margo Eckhardt and seconded by Vicki Mulder to set the price at \$20 per person plus golf fees. Passed unanimously.**
- Raffle
 - **The raffle will have tickets priced at \$1 each or 6 for \$5**
 - Jackie will ask Heidi if she would lead the Gifts area.
 - We will request that gifts be new and worth at least \$10
 - We will pre-draw numbers and make a list/poster of winners to save time.
 - We discussed having drop off locations in different parts of town:
 - Rhonda - West Side
 - Susan - Central
 - Jackie - East Side
 - Susan will create a form that will help organize what gifts are being donated by whom
- Charity
 - We will have a charity donation jar
 - Susan will create a survey to identify charities. The choices are the Animal Shelter, Courtesy Van and Library
- Staffing of Ticket Table
 - Becky and Vicki are not available that day

- Dee Korte and Sandra Foster will man the table
- **Pay at the door for lunch and selling raffle tickets**
- **Technology**
 - Susan and Margo will collaborate on publicizing the event on the website and Golf Genius portal.
 - Susan will develop a brief communication plan.

Next Steps:

- Susan writes the notes
- Susan develops survey/registration forms
- Susan updates Event Summary
- [Susan verifies with Trevor that we have both the Front and Back 9](#)
- Susan creates a Communication Plan
- Susan verifies lunch plans with Scott Reddington
- Jackie talks with Heidi re help with gifts
- [Jackie to talk with Penny to request more coupons if needed \(need 12 coupons total\)](#)
- Sherrie creates the flier. Send to Susan for distribution and approval
- [Dee to ask Sandra to help with money handling.](#)

Rhonda orders decoration items:

- Set of 24 Scottish flags
- 3x5 Scottish flag (blue)
- 3x5 Lion flag (Yellow and Red)

The meeting adjourned at 12:30 pm

Appendix:

Proposed Raffle Process (draft - per Jackie's request)

Approach

- Have a selection of 'Special gifts' with a value of \$50 or more - may include a collection of items. These will have their own jar for tickets
- Have a selection of smaller gifts, these gifts will be selected by the ticket holder

Preparation

- Announcements will be made to solicit gifts - new, value of \$10 or more, we would like them by August 19th
- Gift can be brought to golf, or dropped off at Rhonda Dietz (West Side), Susan Nuttall (Central), or Jackie Gain (East Side)
- The raffle committee and others will get together sometime between the 20th and 24th and 'package' smaller items into baskets. These baskets may become 'Special Gifts' with a drawing container of their own. Margo has some baskets that can be used.
- The designated person(s) will bring the gifts to set up on Sunday, August 25th, late afternoon, time TBD

1. The Gift Chair will count the number of prizes and fill in the "Winners Sheet". Done prior to the event.
2. Assigned "Raffle Committee" members sell raffle tickets before golf and after golf
3. After raffle ticket sales close, "Raffle Committee" draws numbers and writes them on the "Winners Sheet" - we do not need to keep track of the names of the winners
4. The numbers will be read off in Groups of 5 numbers
5. Ticket holders will exit and go pick out prizes
6. Once "group 1" is picking out prizes, the numbers for the next group are read and so on.
7. The "Special Prize" drawings will be held
8. This year we plan to keep the golf ball vases for future use.

Last Year Attendance

Guests	39
Members	<u>47</u>
Total Attendees	86

Total Golfers	78
Lunch Only	8

Of the lunch only group 6 were guests and 2 were members