

Committee meeting notes:

12/11/25

Present: Bette, Kristen, Katherine, Debbie, Wesley

Here is the rundown for the holiday auction:

- Members of programs committee will arrive at the Sheraton between 6:15 and 6:30.
- No Christmas decorations needed, but Debbie might have some leftover poinsettias she can bring for tables.
- Elves: Bette, Wesley and Flor (Kei?)
- Auctioneers: Debbie and Fella
- Auction trackers: Kristen and LaShay

Elves:

- Your job is to pick up items from auction table and show them to people during the auction. Then bring it to Debbie or Fella to be auctioned. After it is auctioned, give the paper that accompanies it to LaShay or Kristen to help with tracking.
- Also, if an item does not "sell" place it on a separate table for later. People might opt to purchase it at the end.

Kristen:

- Will track who purchased what and whether the money goes to PEA or to the individual member.
- Also, twice during the auction, will ring a bell to indicate it is time to give a gift basket. Mark Berger from Toolles gets the first one because he was the first to submit an item. Debbie will put the other candidates names in a "hat" to

draw for the second gift bag. There are 4 people who got their items in before the deadline.

Gift bags:

- Fella bringing items from Japan for one gift bag.
- Second gift bag will have wine/cheese/chocolate: Bette supplying 2 bottles of wine. Debbie will pick up other items.
- Both baskets get gift cards provided by PEA. (Debbie has)

Action items: (Let me know if I'm missing anything!)

- Elves to wear festive attire for the auction
- Kristen to bring bells and whatever else she needs to help track auction items. :-)
- Debbie, Bette and Fella to coordinate the gift baskets
- Debbie to bring names of early responders ready for the drawing
- Debbie to bring gift cards from PEA for the baskets