

Agenda for Aug. 19 – 6:30 p.m.

1. Welcome – Chair

Well we are moving along. Only eight (8) months left to the big event. We hope to start to advertise and take reservations by the end of November from the Guild Members. Now is the time to start getting information ready for the registrants. We will need the following done by Oct. 18:

- a. Publicity should be ready by **Oct. 18** to advertise (that will be exactly six (6) months before the event).
 - b. Registration Forms
 - c. Name Tags
 - d. Start thinking about the quilts you can bring on the walls of the Church for decoration – see Denise Vasser.
 - e. A list of preliminary Vendors (rooms needed) and the room they will be in.
2. The order in which the Committees will report has changed. Please be aware of this change.
 3. Minutes approval – please read before coming to the meeting. Any change(s) will be voted on and the change(s) will be made.
 4. Committee Reports should only be five (5) minutes long made by the Chairs of each Committee or their substitute (following the list below). Also, bring a paper copy to give to Debi Cross for the records. You may make a short presentation and put the rest on the paper copy.
 5. Have your questions ready for the Committees and they will be answered at the end of the meeting.
 6. Work closely with the Budget Committee so we can keep track of the funds for the Symposium. You will need receipts and/or request forms when you ask for money. The Committee will report more on this later in the meeting.
- a. Publicity Committee – Candy Byrd, Anonymous help and Shonda Berry
 - b. Facilities Committee/Cleanup Committee – Denise Vasser and Jeanne Surber
 - c. Welcoming Committee – Marilyn Rivera and Vicki Marsh
 - d. Door Prize Committee – Donna Dooley
 - e. Hospitality – Patsy Bowman and Darlene Massey (If anyone has a proposal for this Committee, please contact Patsy or Darlene quickly. **A paper copy is required for the Secretary and the Committee.**)
 - f. Registration Committee – Cochairs Rhonda Gianturco and Yvette Cienski
 - g. Vendors Committee – Lee Taylor

- h. Classes/Program Speaker Committee (Carol Richardson)
- i. Budget Committee – Pat McNabb and Ingrid Kross

7. Miscellaneous // Questions // Suggestions // Other

Next meeting will be Sept. 16 at 6:30 p.m. - Linda Odell - Symposium Chair

The Symposium Chair and a few others will not be attending the September meeting. We will **not** cancel the meeting. This is a good time for Committees to talk with the Treasurer about what the needs will be for their budget. Don't forget to bring your reports and you can turn them into either Jeanne Surber or Debi Cross (our Secretary) at the September meeting. A September Agenda and the August Minutes will be sent before the September meeting.

Starting at the September Guild meetings (Day and Night), please have a representative from your Committee to report and answer any questions the Guild Members may have at the Day and Night Meetings. It's a good time to ask if anyone would like to volunteer.

Thanks to everyone for your hard work and dedication to the Guild and Symposium.

Linda Odell
Symposium Chair