## **Agenda for Feb. 17, 2020 – 6:30 p.m.**

It’s almost time – getting close – time to check your list of things to do and finish up. For this meeting, we should concentrate on the Critical information that has to be completed. Registration ends March 13 and we should be prepared right after this date to put it all together. On April 13, final decisions will be made and on April 17, we set up. Take the time to review the attached minutes so you will be up-to-date on the decisions we of the Committee have voted on. If there are any questions, please send them to the Secretary, Debi Cross.

1. Minutes approval – **Critical - please read before coming to the meeting**. Any change(s) will be voted on and changed.
2. Committee Reports – In addition to giving a report in the meeting, please bring written information on what you are going to report – needs to go in the Minutes.
	1. Chair – We have many people that are going to bring us snacks for the Symposium – we will ask them to bring to the April 17 Guild meeting or contact me for pickup.
	2. Registration Report – Yvette and/or Rhonda
	3. Food – Darlene and/or Patsy (need a list of what will be available-please get with the Church and get a list)
	4. Treasurer – Pat or Ingrid
	5. Door Prizes (how many-plan for distribution) – Donna
	6. Publicity – Candy **(how many, where and what)**
	7. Layout of Classes – Start thinking now about where you want things to go – Coordinate with Registration.
	8. Name Tags/Bags – Marilyn Rivera
3. Remind everyone to keep receipts from your purchased items and a request form is needed (Treasurer has it and it is on the website. Treasurer will answer any questions you may have.)
4. **Guild meetings (Day and Night),** please be present at Guild Meetings to report and encourage others to sign up. Dates are:
	1. **Feb. 11 and 14**
	2. **March 10 and 13**
	3. **April 14 and 17 – Final reports to the Membership**

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

 **Next meeting will be March 16 and April 13 (Critical meetings) at 6:30 p.m. Everyone, please attend.**