

Meeting start: 6:30 p.m.

Attendance: Linda Odell (Chair), Donna Dooley, Patsy Bowman, Rhonda Gianturco, Gina Vivian, Ingrid Kross, Vicki Marsh, Marilyn Rivera, Pat McNabb, Gala Damato, Lee Taylor, Jeanne Surber, Rita Crawford, Candy Byrd, and Denise Vassar.

Minutes: Candy Byrd motioned, Pat McNabb seconded, to approve the Sept. 16, 2019 minutes as submitted. Motion passed.

Committee Reports:

Budget - Budget Form has been completed and copies shown to members.

- Preliminary budget has been studied but that is not the final.
- Card stock for rack cards (\$50) - cost will be taken out of Publicity Committee money. Marilyn is designing and making the cards.

Vendors - 5 of the 6 vendors have committed - 2 other vendors have committed but no payment yet - we will need to be open on April 17 from noon to 5 to help set of the vendors. Bring a wagon or cart if you can to help bring items in. Will need to mark off vendor spots with tape and a map - will send letter to remind the Vendors. (need water, snacks, name badges or other items)

Cost - the cost of the Symposium will be \$65 for members and \$70 for nonmembers (sell and advertise outside after members have had a chance to register)

Registration form has been completed and will be adjusted if needed for the web. Registration and Class committee will work on that together.

Classes: Approximately 13 or more teachers are confirmed for the Symposium. Full-day teachers will be paid \$200.00, half day class teachers will be paid \$120.00.

Door prizes are coming in - Committee meeting week of Oct. 7, Budget submitted, and request letters will go out shortly.

Publicity - Called WHRO, VA Register, Tidewater Women, Daily Press - Marilyn will do rack cards. List of guilds was given and a list of shops to advertise in.

Facilities/Clean Up: It is understood everyone is expected to help clean up. "Paul" said he would check behind and help set the meeting room back up for \$200.00. Paul isn't cleaning up; he is helping to make sure all is put back.

Welcome: Marilyn Rivera reported that the following has been done (Lanyards with clear pouch for nametag, chicken pin cushion with pins, spool of thread, note pad, pens) Nametags will be made once we start registration. Marilyn is also doing the rack cards.

Discussion on door prizes, raffles and silent auction. The Committee agreed 5-7 “nice and big” door prizes to be won by a drawing of registration tickets. Winners do not need to be present. Donna asked for everyone to consider donating! She will also encourage the Guild members to help with donations.

Hospitality - Darlene Massey reported prices and menus for three eateries. Debi Cross motioned and Pat McNabb seconded, to go with the “all you can eat salad bar lunch” provided by the “church ladies” for \$10 per person. Motion passed.

Registration - Rhonda Gianturco reported no change.

Vendors - Lee Taylor reported she has one paid vendor and five commitments (not paid yet). There is only one remaining spot for vendors, so Lee will not contact further possibilities until she has heard back from the ones she has already contacted. Vendors will be in the gym. Also talked about providing access for nonparticipating Symposium Registrations - Motion was made by Lee Taylor and seconded by Candy Byrd. Approved with one abstained.

Meeting adjourned 7:53 p.m.

Respectfully submitted,
Linda Odell, Symposium Chair