

48th Annual Stephen C. Smith Memorial Regatta

Monday, April 12, 2021

Virtual meeting (Zoom) 6:30pm EDT

1. **Date of Smith Regatta confirmed- June 11, 12, 13th**
2. **Sponsorships and donations-Kristin will chair** –go through booklet next meeting (3/2021)- **2019 Sponsors- Best Western, Andy Stephany Construction, Howdy's Rent a Toilet, Johnston's Old Fashioned Meat Market, Morgan Stanley, Panacea RV Park, Party Tents-N-More, Riverside Café, Tallahassee Builders Association, Tallahassee Democrat, Venture Scouts Crew 44.**
 - a. **Previous** (Jonathan Waters-WF. Mike & Nicole Koski-**confirmed**, Centennial Bank-Marianne, Prime Meridian Bank-Marianne, Leah Chapin/Ketcham-WF, Kristin Korinko, Tri-Eagle Sales-WF)
 - b. **Possible New:** Truleve -Kristin followed up and made the formal request of Ms. Valda Coryat—**outcome pending- sales pitch given- awaiting confirmation**); **Ghost Rider/in honor or in memory of-note each donation with.. (ideas?)-Deb will add a note prompt/option (honor/memory); feather/sail with honoree/in memoriam; Cancer institutes- TMH breast cancer clinic-Sandy; Fasig and Brooks-Kristin; Shell Point Liquor-Gena.**
 - c. **Boat donations** – Stan-14' Bluejay work in progress; advertise neighborhood group and proceeds will be forwarded to Smith-Stan has posted this sale on the identified social media sources-**outcome pending**
 - d. Amazon (<https://smile.amazon.com>)- Follow up with Stan D. as to **current status** and amount? Special thanks to Angel for reposting—**let's keep this going please- Linda D will verify amts.**
 - e. Go through booklet to touch base with past vendors and get ideas-
 - f. Cost- 35/50/100/200- ad in booklet (black/white most print)- smithregatta.com/SCSMRF
3. **Publicity – Marianne (confirm chair) – “never too early to reach out” (2-3 weeks before hand).**
 - a. Radio: WFSU (**Marianne**) and 103.1(**Cash and Woody-Kristin**) ; Oyster Radio (**Angel**); **Moose manificent (Deb)**;
 - b. Print: Marianne is going to try and get us in the Wakulla Neighbor and Wakulla News and mentioned need to get on the calendar in the Democrat and in the Lime Light section. **Sandy will revise her article from a previous last year.**
 - c. TV: WTXL and WCTV ; Marianne- **Dave Denmark, Lisa S, Stan; Kristin- dates pending; Fasig Brooks “Come Back Stronger” program- Kristin and ???**
 - d. Billboard-**Marianne-Prime Meridian**
 - e. Signage-Deb-**original copy- Target Copy (they are now closed)-we need to set a deadline for sign requests (Deb and/or Marianne)-requests/drafts by 5/28/2021 **back-up--Copyright Copies**
 - i. Need sign that says to the effect that says must have band placed on your wrist by registration personnel or something a lot shorter to that effect.
 - ii. Other signs- sponsors; event calendar; beer truck (with contingencies as applicable); separate area and/or explanation for luminaries; auction;
4. **Registration** – **Gena (remain chair-prefers shifts of teams)-getting help/Angel (committee-provide assistance and make schedules; coordination/planning; “command central”); Linda D-money; ABYC.. Sandy (committee-requested a list of tasks for each**

registration team member/volunteer) – look at COVID contingencies-Wright-general consensus (state/CDC) vaccines will be readily available and taken by 6/11; committee will monitor and advise as the pandemic abides; look at end of May. County is “fine with what we want to do.” Kristin brought up security and EMTs- volunteer fire department possible resource. VFD-Gena will talk with Sondra. Stan-send Wakulla county sherrif’s a letter informing them of our event; Kristina P-COABI

- a. Beer and coke bracelet recipient must be present to pick up and get banded during registration.—please include in registration
- b. Need band for all registrants- check with DJ Bobby G-registered for event-band/printed with SM Participant(?) 21 and up; underage bands. (beer and coke bands). – Wright will have these the day of the event
- c. Hardware needs? (i.e. Printers, Computers, etc)- Gena/Michael Gainey/Angel/Linda D./Deb- revisit in May; John G-wifi-printer available for auction (Lisa S/Rose); Kristin-new laptop and printer will be brought to beach
- d. Bag Stuffing Need help?-Gena; Kristin “Staging area”
- e. Merchandise Sales all day, closes Saturday for supper and dancing.
- f. Bucket of Cheer/Basket of Beauty / raffle ticket sales all day. How is this being done? –need a new model/salesperson
- g. Save the date-May 12th virtually?? Save the planet?- Check with Deb (website, FB, nextdoor, yacht club newsletter-Mike Tomey; check with Angel-the “mark” ; send out virtually and “snail mail”- late March early April – Deb/Gena- labels?- print out about 500 to distribute with booklets rather than mail them out. Deb will create and distribute-Save the date both virtually and snail mail.
- h. Print blank registration forms before Deb shuts down the onsite registration-payment discussion-Linda D/Deb/Angel
- i. Receipt of registrations- proof of payment; Angel-paper; Deb-digital copy links
- j. Will Glenn-dinghy 1 design/registration interface; P&OD/Will G and Michael Gainey discussion. One registration form for simplicity! Deb-create form with specs (i.e., write in boat type/character field with example). Deb will send form out to Will G. and Michael G.

5. Auction –Rose (Lisa is back ☺ to assist too!) look at COVID contingencies

- a. Auctioneers - Dave and Jim-auction order? Paper or iPad?
- b. Product Announcer – Wright-auction order? Paper or iPad? Rose-prefer one paper copy
- c. Storage? (Linda & Rose)-Linda B update- Unit D13 locked and loaded!-until?-logistics and volunteers.
- d. Tables needed? How many?
- e. Donations Database- Deb- ready by the end of the week –status check- please try to enter donation on the website; double check with Deb (2/15) smithregatta.com/donations; watch the donation database.
 - i. Changes needed? Rose and Deb will troubleshoot.
 - ii. Should stuff sold before auction be entered in database?
 - iii. Entering pictures?- Give it to Deb match with item number
 - iv. Cut off date/time for donation acceptance. “Please donate by...”-date pending- start auction with about 50 items.. items that arrive late.. go at the end... ??? Delegate team members to handle “late donations.”

- v. Storage shed- please log items as directed (see task analysis in storage shed).
 - vi. Anyone can pick up donations... PLEASE☺
 - vii. Look at actual number of auction items – combinations/packages/baskets. Ask Deb/Lisa regarding the logistics on this issue.
 - f. Hardware needed (i.e. Quick printing Printers, Computers, etc.)- internet connectivity-Mike G.
 - g. Payment- live (during event) separate from registration- logistics? Rose and Lisa will communicate with Deb-pending
 - h. Silent auction- safe storage on tables behind fencing; bidding can be made virtually at the beach (?) – establish criterion so that everyone plays by the same rules☺; how many items for silent auction in comparison to live auction.
 - i. Triplicate donation receipt forms- ?? Kristin made copies and handed off to Rose
 - j. Auction- live and silent? Include online? – Online auction is not being considered at this time.
 - k. Trailer – from storage to beach trailer (Lisa)
 - l. Helpers- Registration of bidders-estimated number needed=2 runners-people retrieving items; 3 checkout helpers/paddle registration assistants)—need volunteers- need task lists for organization/delegations; Cheryl Goodson.
 - m. Communicate with team under the tent to be consistent with checkouts, pickups, etc.
 - n. Donation drive at Firehouse-thank you Kristina P.- Rose will follow up with Kristina P. –Tony Paylor to schedule another drive. Sandy and Gena (possibly Linda D.) will assist in the future.- next auction drive date- May 16th 12p-2p at the Firehouse!
6. **Booklet** – Deb (due date- tickler file from Bob G)- 40 pages=\$800)
- a. Wakulla News
 - b. Need to lower count (1,000)? 1000 was the minimum that they would print
 - c. Print save the date cards-500-staple to booklets/handout
 - d. Review each ad in previous booklet by next meeting-assignments
 - e. Deadline- send these items directly to Deb by May 1st;
 - f. Artwork-Wright (in time)-May 1st –in process-double check sponsors
7. **Web** – Deb
- a. Keep current sponsors up until booklet deadline, then put new sponsors up-add to save the date-5/5/2021
 - b. Update the newly assigned date and contacts
 - c. Registration-save the date-make sure that the database is current; registration online only-5/17/2021 will open! End early registration 6/3/2021. Walk-up registrations on the day of the event will be permitted.- end online registration June 9th at midnight. (Dates tentative)
 - d. Add timeline—get tickler file from Bob G.-update-double check timeline for shirt order (Deb/Wright/Don). – double check timeline on site.
 - e. Need link for auction pics; update as entered.
 - f. PayPal/Save the dates/database- Personal notification/?- distributing electronically-
8. **Site** – Wright (John G/Rick K) look at COVID contingencies
- a. T-shirts-leftovers will be sold-WF- look at 2019

- b. Beer Trailer- Adam Bennett/Wright –set up one U-shaped line in and one line out-COVID?- Is this within our permit? Assembled a team to work the truck.- tbd
 - c. Permits-Wright- do we need to add any COVID contingencies to the wording of our permits/registration forms? -submitted
 - d. Tents, tables, and chairs-Wright- look at 2019 figures-tables more than chairs (JG)-\$600 est. ???- COVID- contingencies; social distancing- getting additional chairs and tables
 - e. Band- Wright and Deb; stage trailer (stored at Bob/Sandy's for now) need a truck to tow it to beach-John G.
 - f. Security- EMTs and (off duty) Wakulla county sherrif's -pending
 - g. Launching sites/extra porto-potties (Will G- 2 extra). Will will send Wright an email.
9. **Race Committee** – Harbour Master Michael Gainey/Ted (PHRF), Stan (Hobie), Mark V., and Tina (Windsurfers)- Will Glenn (P&OD-classes/groups)? Michael G. will schedule a meeting of race committee members. Advise on trophies at next meeting. Look at crewed registration format? Consult with Deb on registration format. Courses-Perry; to be discussed. Counts pending
10. **Concessions** – Venture Scouts?- Chris C. (Bob G will touch base with Chris C.)
- a. Order same amount of food as last year (2019 not 2020)
 - b. No need for charcoal
 - c. New Grill
 - d. Different sausage donator
 - e. Did you have enough tables? Switch over from breakfast to lunch was a challenge- pinpoint the 830a-10- breakfast hours; transition so that lunch will begin serving at 11a-3p
11. **Breakfast** –Leah? (Donna) – confirm-Wright –Sherry not coming--pending
- a. Now from 8:30 to 10 both Saturday and Sunday- Leah is in (with Donna's assistance pending)
12. **Trophies** – Michael Gainey and Wright F (Bob G-collateral contact-etching?)- reach out to trophy maker as applicable
13. **Awards**- Wright
14. **Dinner** – Linda (Posey's/Yacht club/firehouse) –Linda spoke with Posey's-update?- Linda will confirm with Sherrie Posey Miller- Pick up dinner and go sit – go box ; good to go.
15. **Dates are set- June 11, 12, 13, 2021!!! Timeline pending (see dates included in above text and spelled out below).**
- a. – Hand out save the date cards- Deb – May 12th
 - b. – Deadline for what goes in booklet-Deb- May 1st
 - c. – On-line registration starts- Deb- May 17th
 - d. – Deadline for signs-Deb -May 28th
 - e. Pick up donations- Prefer June 1st
 - f. – Early On-line registration closes at midnight- Deb (Online only)-6/3/2021
 - g. – Paper registration removed from web (why?)- online only no mail outs-will have 25-30 blank forms at the beach
 - h. – On-line Registration removed from Web at midnight 6/9/2021
 - i. – Regatta begins- Friday, June 11th

16. Schedule of Events

- a. Friday,
 - i. 5-8pm Registration
 - ii. 7-9pm Corn Hole Contest
 - iii. Lighting of the Luminaries- at sunset (Joanne V.)-Angel/Linda/Wright/Stan
- b. Saturday,
 - i. 8:30-10am Continental Breakfast
 - ii. 8:30-10:30am Registration
 - iii. 10:30 Skippers Meetings
 - iv. 11:00am -3:00pm Concessions Open
 - v. 12:00 Noon Races
 - vi. 6-7:30 Dinner
 - vii. Saturday Lighting of the Luminaries- check supply and prices with Gena- plenty and Gena has a pricelist. (\$3 or 2 for \$5).
 - viii. 8pm Entertainment
- c. Sunday,
 - i. 8:30-10am Continental Breakfast
 - ii. 9:00am Windsurfer Skippers Meeting
 - iii. 10:30am Setup for Auction
 - iv. 11:00am – 2:00pm Concessions Open
 - v. Flagpole dedication- Mr. Lee Chapin- at dusk/sunset (?)-between dinner?- before entertainment? Day/time pending- Sunday prior to auction 130/2p
 - vi. 1:30pm Award Ceremony
 - vii. Auction winners and raffle winner announced after Awards
 - viii. Public Auction (need time guesstimate-following awards)-duration 2 hours rec.
 - ix. Boat Auction (3 or 3:30- it depends)-keeping it a specific time helps!

Action Plan: see items in red

Next meeting will be as follows: 5/16/2021 4pm Bob and Sandy's house (Shell Point)
IN person!!!!