

48th Annual Stephen C. Smith Memorial Regatta

Monday, March 15, 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)**
 - a. **Previous** (Jonathan Waters-WF. Mike & Nicole Koski, 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**); **Ghost Rider/in honor or in memory of-note each donation with.. (ideas?)**
 - 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.**
 - 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”**
 - a. Radio: WFSU (**Marianne**) and 103.1(**Cash and Woody-Kristin**)
 - 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 ; **Dave Denmark, Lisa S, Stan; Kristin- dates pending**
 - d. Billboard
 - e. Signage
 - 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 (chair)/Angel (committee) ABYC.. Sandy (committee) – look at COVID contingencies**
 - a. **Beer and coke bracelet recipient must be present to pick up and get banded during 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).**
 - c. Hardware needs? (i.e. Printers, Computers, etc)
 - d. Bag Stuffing Need help?
 - 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?
 - g. Save the date-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?- **Deb will create and distribute Save the date both virtually and snail mail.**

5. **Auction** –Rose (Lisa is back ☺ to assist too!) **look at COVID contingencies**
 - a. Auctioneers - Dave and Jim
 - b. Product Announcer – Wright
 - c. Storage? (Linda & Rose)-**Linda B update- Unit D13 locked and loaded!-until?**
 - d. Tables needed?
 - 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
 - i. Changes needed?
 - ii. Should stuff sold before auction be entered in database?
 - iii. Entering pictures?- **Give it to Deb match with item number**
 - f. Hardware needed (i.e. **Quick printing Printers, Computers, etc.)- internet connectivity-Mike G.**
 - g. Payment- live (during event) separate from registration- logistics?
 - h. Silent auction- safe storage on tables behind fencing.
 - i. **Triplicate donation receipt forms- ?? Kristin made copies and handed off to Rose**
 - j. **Auction- live and silent? Include online? –**
 - 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)**
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. **Review each ad in previous booklet by next meeting**
7. **Web** – Deb
 - a. Keep current sponsors up until booklet deadline, then put new sponsors up
 - b. **Update the newly assigned date and contacts**
 - c. **Registration-save the date-make sure that the database is current; registration online only! Walk-up registrations on the day of the event will be permitted.**
 - d. **Add timeline—get tickler file from Bob G.**
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?**
 - c. **Permits-Wright- do we need to add any COVID contingencies to the wording of our permits/registration forms?**
 - d. **Tents, tables, and chairs-Wright- look at 2019 figures-tables more than chairs (JG)-\$600 est. ???- COVID- contingencies; social distancing**
 - 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 ?**
9. **Race Committee** – Michael/Ted (PHRF), Stan (Hobie), Mark, and Tina (Windsurfers)- Will Glenn?
10. **Concessions** – Venture Scouts?- **Chris C.**
 - a. Order same amount of food as last year

- 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** – Sherry (confirm) and Leah? (Donna) – confirm-Wright
- a. Now from 8:30 to 10 both Saturday and Sunday
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
15. **Dates are set- June 11, 12, 13, 2021!!! Timeline pending**
- a. – Mail out save the date cards- Deb – late April?
 - b. – Deadline for what goes in booklet-Deb
 - c. – On-line registration starts- Deb
 - d. – Deadline for signs
 - e. – Early On-line registration closes at midnight- Deb (Online only)
 - f. – Paper registration removed from web (why?)- online only no mail outs
 - g. – On-line Registration removed from Web at midnight
 - h. – Regatta begins
16. **Schedule of Events**
- a. Friday,
 - i. 5-8pm Registration
 - ii. 7-9pm Corn Hole Contest
 - 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. Setup Luminaries- check supply and prices with Gena
 - viii. 8pm Entertainment
 - c. Sunday,
 - i. 8:30-10am Continental Breakfast
 - ii. 9:00am Windsurfer Skippers Meeting
 - iii. 10:30am Setup for Silent Auction
 - iv. 11:00am – 2:00pm Concessions Open
 - v. 1:30pm Award Ceremony
 - vi. 1:30pm Silent auction closes
 - vii. *Silent auction* winners and *raffle* winner announced after Awards
 - viii. Public Auction (need time guesstimate-following awards)
 - 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: 3/15/2021 630pm EDT
Venue/Virtual- Zoom