

**49<sup>th</sup> Annual Stephen C. Smith Memorial Regatta Planning Meeting**  
**Monday, January 17, 2022**  
**4<sup>th</sup> Quarter party room- 6:30pm EDT**

**(Items in red are discussion points/needs from previous planning).**

1. **Date of Smith Regatta confirmed- April 29, 30, May 1st**
2. **Sponsorships and donations-Kristin will chair** –go through booklet before next meeting (2/2022) and begin to connect with your donors.
  - 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:**
  - c. **Boat donations** – Stan
  - d. Amazon Smile (<https://smile.amazon.com>)- Follow up with Jack M/Deb to ensure that this link is posted
  - 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—2022- are we printing a booklet?](http://smithregatta.com/SCSMRF—2022- are we printing a booklet?)
3. **Publicity – Marianne (confirmed 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. Ask -Sandy L. will revise her article from a previous last year.
  - c. TV: WTXL and WCTV ; Marianne- Who would like to be on TV? Dave Denmark, Lisa S, Stan; Kristin- dates pending; Marianne will coordinate
  - d. Billboard-Marianne-Prime Meridian
  - e. Signage-Deb-original copy- Target Copy (they are still open)-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; blank signs for in the moment signage.
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 date to consider; committee will monitor and advise as the pandemic abides; look at end of May. County is “fine with what we want to do.” Kristin paid COABI last year for security and will do this again in 2022. 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;
- 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. No more mail out Save the date-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?- 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 (Bob G will co-lead/ Lisa) look at COVID contingencies (2022- silent and live auction only—no virtual)**

- a. Auctioneers – Dave, Tigger, 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- storage until-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](http://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 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- ?? Bob G?
  - 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)—need volunteers- need task lists for organization/delegations;
  - m. Communicate with team under the tent to be consistent with checkouts, pickups, etc. – Delegate tasks
  - n. Donation drive at Firehouse-pending
  - o. Donations will be accepted – criteria include auction worthy, deadline/cutoff- date set by committee chair. Discouraging donation on “day of” event/auction—too cumbersome a task to manage
  - p. Basket of beauty/basket of cheer- Sandy L/Linda D/Adam/Angel—let’s coordinate please so that everyone knows when folks would prefer to receive the donations to finalize the baskets.
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 (date pending)
  - 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-date pending
  - b. Update the newly assigned date and contacts
  - c. Registration-save the date-make sure that the database is current; registration online only-date pending will open! End early registration date pending Walk-up registrations on the day of the event will be permitted.- end online registration June 9<sup>th</sup> 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- 2022 no leftovers
  - 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 **(2021)**
  - 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** –
- 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- confirm (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. 1:30pm Award Ceremony
  - vi. *Auction* winners and *raffle* winner announced after Awards
  - vii. Public Auction (**need time guesstimate-following awards**)-duration **2 hours rec.**
  - viii. 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: