

# 49<sup>th</sup> Annual Stephen C. Smith Memorial Regatta Planning Meeting MINUTES

Monday, April 18, 2022

4<sup>th</sup> Quarter party room- 6:00pm EDT

(Items in red are discussion points/needs from previous planning). Please note that COVID-19 notes have been retained in the minutes as a reminder to keep tabs on the most up-to-date situations that may require additional attention.

1. **Date of Smith Regatta confirmed- April 29, 30, May 1st**
2. **Sponsorships and donations-On behalf of the SCSMR Foundation and the future beneficiaries of the kindness that you possess in order to obtain all of the sponsors and/or donors, I THANK YOU ALL ! The booklets are also BEAUTIFUL! Kudos all around 😊 One recommendation for the 2023 SCSMR is to start earlier not only on connections but also on the artwork, the website updates (i.e, Sponsorship packets), and the social media bursts.**
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 SEND TO MARIANNE BY 4/15/2022 (\*\*back-up--Copyright Copies) GIVE TO KRISTIN ON THURSDAY 4/28- Target Copy and Marianne received signage requests on 4/15.
    - 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. BLANK SIGNS JUST IN CASE THEY GET WET OR FLY AWAY.
4. **Registration – ONLINE REGISTRATION 4/4-4/27 12P NOON- EARLY REGISTRATION ENDS 4/22; AFTER THAT PAY \$10 MORE 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 \*\* Parking situation WILL NOT affect our 2022 SCSMR regatta. Question-**

- 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 Gaine/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; email from Linda regarding venue and dinner venue
  - 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 EMAIL OUT 4/1/2022?? 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 VIA EMAIL ONLY-Save the date VIRTUALLY ONLY.
  - 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 Gaine/ 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/Lisa S) (2022- silent and live auction only—no virtual)**
- 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- storage until-until 5/2?-logistics and volunteers. Rose addressed.
  - 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 (2/15/2022) smithregatta.com/donations; watch the donation database- questions see Bob G.and Deb. Deb finished 3/2022
    - i. Changes needed? **Bob G. 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)- open now—please see Bob G.
    - vi. Anyone can pick up donations... PLEASE see Bob G☺
    - vii. Look at actual number of auction items – combinations/packages/baskets. Ask Deb/Lisa regarding the logistics on this issue.

- viii. Drop dead date for donations- 4/23/2022?
  - ix. Donation drive 4/3 – live and silent auction—KUDOS ROSE, BOB, SANDY, AND LISA!!!
  - f. Hardware needed (i.e. Quick printing Printers, Computers, etc.)- internet connectivity-Mike G; check at meeting regarding who is bringing what to the beach.
  - 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
  - k. Trailer – from storage to beach trailer (Lisa)-Lisa may not be at the regatta-? Alternative plans?
  - 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-4/3
  - o. Donations will be accepted ONLY THROUGH 4/23– 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. -STATUS????
6. **Booklet** – Deb (due date- 3/26/2022 all art to Deb; document on website scsmrf other forms and document regatta prgm advertising rates for details)- 40 pages=\$800)
- a. Target Copy did a beautiful job!
  - b. Need to lower count (500)?
  - c. Deadline- send these items directly to Deb (3/26/2022)- Next year set an earlier deadline and confirm levels of sponsorship/donors please
  - d. Artwork-Wright (in time)-April 1<sup>st</sup>? –next year set an earlier deadline for artwork completion that synchs with the sponsorship/donor deadlines.
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 4/27/2022 at noon. (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- any follow up here needed?
8. **Site** – Wright (John G/Rick K)
- a. T-shirts-who is picking up from who and when?
  - b. Beer Trailer- Adam Bennett/Wright –any changes needed? Ice brigade?
  - 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 2021 figures-tables more than chairs (JG)-\$600 est. ???- COVID- contingencies; social distancing- getting additional chairs and tables- tables/chairs for dinner (Linda/Gena/Michael Getman)
  - e. Band- Wright and Deb; stage trailer (stored at Bob/Sandy's for now) need a truck to tow it to beach-John G. – day of event issue; ; Friday night- Does Bruce G. need to bring his own sound equipment?
  - f. Security- EMTs and (off duty) Wakulla county sherrif's -pending – Kristin/COABI will cover the expenses of the Wakulla county sherriff's officers.
  - g. Launching sites/extra porto-potties (Will G- 2 extra). Will will send Wright an email.
  - h. PARKING- Please discuss the 2022 Shell Point parking dilemma. Wright/Kristina—please provide an update.
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 determined at event. Counts pending
10. **Concessions** – STILL ARE IN NEED TO PIN DOWN AN ACTUAL COORDINATOR- possibly ABYC Michael Getman and crew
- a. 2022-Order same amount of food as last year (2021)
  - b. No need for charcoal- ??? Email back and forth between Linda/Michael Getman/Kristin
  - 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) – 2022 confirmed –
- a. Now from 8:30 to 10 both Saturday and Sunday- Leah is in (with Donna's assistance pending)
12. **Trophies** –2022? 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; ABYC has graciously opened up the area for our dinner. Will the firehouse work better?
15. **Dates are set- APRIL 29, 30, MAY 1ST!!! Timeline pending (see dates included in above text and spelled out below).**
- a. – EMAIL save the date cards- Deb – APRIL 1<sup>ST</sup>

- b. – Deadline for what goes in booklet-Deb- MARCH 26TH
- c. – On-line registration starts- Deb- APRIL 4TH
- d. – Deadline for signs-Deb -APRIL 15TH
- e. Pick up donations- Prefer APRIL 3<sup>RD</sup> FIREHOUSE-APRIL 23rd DROPOFF
- f. – Early On-line registration closes at midnight- Deb (Online only)-4/22/2022
- 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 NOON 4/27/2022
- i. – Regatta begins- Friday, APRIL 29TH

## 16. Schedule of Events

- a. Friday,
  - i. 5-8pm Registration
  - ii. Bruce Graybeal on our stage 5p-8p
  - iii. 7-9pm Dinner
- 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 Genaplenty 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: 😊