

LDEI 2016 Annual Conference

Planning Committee Notes

Monday, October 10, 2016

Ritz-Carleton Hotel

Washington DC

Participants:

Ann Stratte

Alison Ricketts

Kari Barrett

Polly Wiedmaier

Rosa Mendoza

Susan James

Stacey Adams

Katherine Smith Newell

Julia Rutland

Meeting Notes:

Ann Stratte led the meeting in Drew Faulkner's absence.

Committee Reports

Hospitality Committee:

Rosa Mendoza and the Planning Committee discussed Hospitality Suite volunteer needs. One significant area of need is the shift leads. Rosa has reached out to specific individuals for their assistance. She is also pulling together a training sheet for all the volunteers, which will include information on the suite layout and room photo. Rosa noted that she had some corrections to provide to Greg Jewell, LDEI Executive Director, on the room set-up.

Goody Bag Committee:

Alison Ricketts reported that she is picking up the goody bags from Wegmans this week and that she is still seeking additional donations. Eileen Dykes has some WIG items that can be used at the conference. Members then discussed specific information that should be included in bags such as maps, list of nearby Dames restaurants, Destination DC magazine, etc. Ann suggested that the bag contain a listing of goody bag donors. Alison is also working to coordinate the delivery of goody bag items to the hotel. The time scheduled to stuff the bags is 10:30 a.m., Wednesday, October 26.

Educational Sessions Committee:

Stacey Adams reported that everything is coming together well for the educational sessions and that there is good enrollment across the sessions. Stacey is now focused on ensuring all the speaker

presentations are submitted in advance and that the sessions will have sufficient technology support. The Planning Committee discussed that local Dames participating in sessions could be available to lend a hand in those sessions as needed (e.g., greet participants at the door, distribution of materials, etc.). Stacey will also check with Drew to make sure that we have signage for the meetings so that they are easy to locate.

Food and Beverage Committee:

Polly Wiedmaier reported that all F&B planning is moving along as it should with all Friday night decorative items ordered along with linens, glassware, table cloths, special birthday cake, ice creams, etc. There will be a special basket of birthday items (e.g., hats) for Dames to use in marking the celebration. Fourteen chefs have been secured to donate food. Delivery of the food the night before to Design Cuisine still needs to be worked out.

The Planning Committee discussed the bus schedule from the hotel to Union Station and related timing issues suggesting that the first bus should leave the hotel no later than 6:45 p.m. The group also settled on 8:00 p.m. as the time for the DC Dames picture at Union Station. The photo will be used for the LDEI Quarterly Magazine conference issue.

Polly also noted that Saturday night's dinner will feature lamb donated by the American Lamb Board.

Optional Tours Committee:

Katherine Newell Smith reported that most of the tours are sold out. For Airlie House, there is some concern about the low numbers of attendees at this stage given their partnership relationship to LDE DC. More will be done to promote the event with local Dames and nearby Dames who might more easily attend (i.e., those who's travel/hotel wouldn't be impacted by picking up an optional tour).

Katherine also reported that tour guides have begun outreach to their tour participants to ensure they have all the relevant tour information. Additionally, Katherine noted that she needs a table for tour check-in Thursday morning.

Author Book Signing

Julia Rutland reported that there are thirteen authors signed up for the event at the conference. Julia has a number of logistics questions around set-up, financial transactions, etc. It was suggested that she follow-up with Drew Faulkner on these issues.

Next Meetings:

The Planning Committee will hold a conference call on October 13.

Adjourn