

LDEI 2016 Annual Conference

Planning Committee Notes

Thursday, October 20, 2016

Conference Call

Participants:

Drew Faulkner

Ann Stratte

Alison Ricketts

Kari Barrett

Rosa Mendoza

Susan James

Julia Rutland

Meeting Notes:

Committee Reports

Drew Faulkner led the meeting.

Hospitality Committee/Author Book Signing:

Rosa Mendoza and the Planning Committee discussed Hospitality Suite outstanding issues. Politics and Prose will deliver the books for the author book signing directly to the hotel. Julia can have them delivered Wednesday-Friday. If they are sent prior to Friday, they can be stored in Greg Jewell's on-site office. Susan James will also deliver Stoneyman cheese for the author's event. Julia and Susan to let Rosa and Drew know what their delivery plans/needs are. All delivery information should then go to Ann Stratte and then she forwards information to Greg Jewell to work with the hotel.

Susan James has secured a couple cases of VA wine for the hospitality suite. Wine donation should be recognized as other gifts in kind such as Stoneyman, Meatcrafters, Spangler Candy, Almond Board, etc. Susan will check to see if it's the wholesaler or the winery that would like to be recognized. Susan Barocas will produce one recognition list covering all donations.

Ann Stratte has approached Ann Yonkers to provide a good price for fresh apples to have available in the suite. Drew will bring some baskets to the hotel in case it's helpful for display.

Table issues are still of concern to Rosa. Limited 8' tables at the hotel. Rosa is trying to work this out to ensure appropriate set-up. Additionally, Ann has coordinated to have bottled water available. Rosa will monitor water offering and replenish as needed.

Rosa feels good about volunteers and will do final confirmations this week. Robin Kurtzman can serve as back-up, if needed. Additionally, we have volunteers who aren't registered for conference. The Chapter will need to make the name tags for these volunteers. Alison will provide 50 lanyards for Chapter members present at the conference as an identifying sign. Robin Kurtzman can help produce the name tags/get the plastic part of the lanyards.

Goody Bag Committee:

Alison Ricketts reported that she's in good shape. She will look to start some early drop-off on Tuesday.

Optional Tours Committee:

Drew Faulkner reported for Katherine Newell Smith. There is still some space for the Airlie tour but optimistic that we will continue to fill spaces. For all tours, getting down to final counts, details, etc.

Food and Beverage Committee:

Ann Stratte reported for Polly Wiedmaier and mentioned that we have finalized all the food from all the restaurants. It is estimated that the organization saved \$4-5K through the donation process. Both Friday night and the French Embassy events are going smoothly. Saturday night dinner details are also settled. Ann will send out note about the Chapter picture Friday night.

Ann also encouraged everyone to stop by Joan Nathan's open house Wednesday evening.

Adjourn