

LDEI 2016 Annual Conference

Planning Committee Notes

Thursday, September 15, 2016

Conference Call

Participants:

Drew Faulkner

Ann Stratte

Alison Ricketts

Kari Barrett

Susan James

Rosa Mendoza

Meeting Notes:

Committee Reports

Educational Sessions Committee:

Drew Faulkner reported for Stacey Adams. Stacey is working on final logistics and collecting materials from speakers.

Optional Tours Committee:

Susan James reported on the Airlie House tour. A site visit is completed and most the planning is in place. Janis McLean is helping out as a chef advisor to the event.

Drew reported that Katherine Newell Smith will seek a communications push to up the registration for all the tours that aren't already sold out. Katherine will work with Polly Wiedmaier on the communications.

Hospitality Committee:

Rosa Mendoza is seeking Dame Concierges to volunteer in the hospitality suite. She has reached out to many Dames to fill these slots and will advertise the position in Entre News. Drew Faulkner asked Alison Ricketts to help with writing up the content for the registration packets. Alison agreed to assist. Some of the ideas for written materials include Dames restaurants throughout the area (not just Dine Arounds), ideas for Saturday afternoon activities including Smithsonian Food History weekend events, things to do near the hotel, etc. and other tips. The Concierges will study this information and help answer questions during the event as well as promote after hours events near the hotel.

The group also discussed ways to identify the DC Dame volunteers present at the conference. Alison will look at providing ~50 lanyards for this purpose.

Rosa is working on the Hospitality Suite layout and will provide Greg Jewell with table and chair needs information for the registration area.

Another item was a question from Linda Forristal asking about a special form that would be used for shipping packages. Drew suggested contacting the Charleston Hospitality Suite lead who managed registration for that conference to see what was used previously.

Additionally, Rosa asked about training Hospitality Suite volunteers prior to the conference. Drew suggested setting-up a few times to tour the hotel site and invite volunteers as well as holding a phone call to go over relevant information.

For the Marketplace, Drew reported that Susan Callahan and others recently toured the hotel to check out logistics including the loading dock area. Drew also noted that Paula Jacobson will help with signage for the conference.

Goody Bag Committee:

Alison Ricketts reported that she is still looking for additional donations but that overall we're in good shape. Alison will be seeking volunteers to help transport materials to the hotel.

Food and Beverage Committee:

Ann Stratte reported for Polly Wiedmaier that the Dine Arounds are doing well and that planning for Friday night is also going well. For Friday, there was a recent meeting with Design Cuisine on decorative elements. Laurie Webber is preparing a cake to celebrate the various anniversary events tied to the conference. Ten restaurants are on board to donate food for the Friday night event. Aviva Goldfarb and Danielle Turner have been working with Polly on the restaurant donations.

Additionally, Greg Jewell is coming in next week to meet with hotel staff. At that time, Polly's team will work with Greg in planning other conference meal menus. Ann has reached out to US Foods for donations.

LDE-DC Fundraiser Brunch:

Ann Stratte noted the interest in the brunch to date with about 125 Dames already registered.

Adjourn

