

LDEI 2016 Annual Conference

Planning Committee Notes

Thursday, December 17, 2015

5-6 p.m.

Conference Call

Meeting Participants:

Drew Faulkner
Polly Wiedmaier
Camilla Rothwell
Susan James
Ann Stratte
Kari Barrett

Meeting Notes:

- **Planning Committee Call Schedule**

Drew noted that a Planning Committee call schedule has been emailed to all Planning Committee members. The next planning call is scheduled for January 21, 2016.

- **Report from Volunteers Meeting at Bonnie Benwick's**

Members discussed the recent meeting for potential volunteers held December 13 at Bonnie Benwick's house and in conjunction with the Chapter's December potluck. There was agreement that it was a good outreach event to get members up-to-speed on planning efforts. Drew also recommended that Committee Chairs reach out directly to potential volunteers as personal contact is the most effective means to get people involved. It was acknowledged by all that LDE DC members are usually very responsive and step up to calls for assistance. Kari suggested that Committee Chairs highlight their specific volunteer needs through the routine Committee Corner reports in Entre News. Drew agreed and suggested that she and Kari send a note to all the Committee Chairs recommending that they begin to list out their volunteer needs so that we can share the

specific needs with the membership along with pertinent deadlines. The co-chairs will also solicit outstanding questions the Committee Chairs may have around their assignments in order to help close any information gaps.

Additionally, Kari Barrett will update the Conference Planning Committees listing to reflect recent changes.

- **Sunday Fundraiser**

Drew announced that the Sunday fundraiser brunch will be handled separately from the Conference Planning Committee work since the fundraiser falls outside the scope of the conference. Ann Stratte has agreed to chair the fundraiser event.

- **Committee Reports:**

F&B Committee:

Polly Wiedmaier reported on the following activities of the F&B Committee –

Thursday Night Dine Around Event - Barbara Black and Jessica Botta have agreed to co-chair the optional Thursday night Dine Around event.

Friday Night Dinner Event – The F&B Committee is holding space at Union Station for the Friday night event. Dame Michele Jacobs, Managing Director, Special Events at Union Station, is the point of contact. Design Cuisine is the exclusive caterer for the space. More specifics and a contract to follow.

After Hours Events – The F&B Committee is also considering places for after parties following the Thursday and/or Friday dinners. Specifically, the Committee is looking for locations that will accept bringing in donations from our sponsors and that are ideally walkable from the Fairmont Hotel.

Optional Tours Committee:

Drew reported for Katherine who was unable to make the meeting. Katherine remains concerned that she hasn't received specifics on most tour ideas. There are two that have been thought out – one submitted by Sheilah Kaufman on Turkish cuisine and one from CiCi Williamson around a founding fathers theme. The Planning Committee discussed some ways to encourage members to take responsibility for pulling tour details together. It was also recognized that not everyone was aware that Katherine was soliciting a full tour package. After the holidays may be a good time to provide more detail on what is needed in Entre News and to potentially call people.

Drew also suggested that a summary document outlining tour suggestions to date might be helpful to have for follow-up.

Educational Programs Committee:

Drew reported for Stacey who was unable to make the meeting. Drew mentioned that there was a deadline to get potential educational program ideas to the LDEI BOD by their January Board meeting at which time they will review and approve ideas. Program ideas should relate to the overall conference theme of “Global Appetite, Local Impact.” Drew has shared with the Planning Committee the educational programs suggestions that have been provided to date.

The Planning Committee would like to see Stacey form a Committee to work through the educational programs framework in advance of the LDEI BOD review deadline.

Hospitality/Registration Area Committee:

Drew mentioned earlier in the meeting that there will be a new Hospitality Committee Subcommittee charged with developing and managing an on-going local artesian product expo at the conference and that Debra Moser has agreed to serve as Subcommittee Chair. This Subcommittee idea was suggested by Susan Callahan at the December 13 conference volunteers meeting. Camilla asked for some clarification on the Subcommittee reporting relationship to the Hospitality Committee. Drew responded that the new Subcommittee will coordinate their activity with Camilla since it falls under the Hospitality Committee purview. Eileen Dykes has also offered to work on Camilla’s committee.

Camilla has had good discussion with the Charleston Dames in charge of the Hospitality Suite for the last annual conference. The Planning Committee then discussed possible wine donations for the hospitality suite and how that was handled. Susan and Ann offered some insight as to how this is handled noting that the LDEI BOD will be actively engaged in soliciting partners that can offer wine and food donations at the annual conference. Ann also noted that there was an opportunity to engage local vendors in donations as well.

Camilla mentioned too that Linda Forristal will help package and ship items as a service provided in the Hospitality suite. Camilla would like to connect with LDEI staff to further understand the specifics of managing the Hospitality suite i.e., issues such as signage, paperwork tied to shipping, etc.

Lastly, there was talk about providing a simple sendoff breakfast early Sunday morning prior to the fundraiser. Ann noted this was an optional offering for those having to leave town that morning and we may want to scale appropriately given the fundraiser activity that day.

Partners Committee:

Susan mentioned the distinction between partners at the Chapter level and at the LDEI level and looks forward to working with LDEI staff on interacting with partners in the conference planning process.

Gift Bags Committee:

Alison was unable to join the call. Drew mentioned the need to consider who might donate to gift bags. Camilla mentioned that Alison should check in with LDEI staff to get further understanding around any gift bag restrictions. Drew will follow-up with Alison on this item. Camilla also mentioned that gift bags tend to “walk” and therefore the Gift Bag Committee should consider the process for the distribution of bags and have additional bags on hand, if needed. Camilla will also look to touch base with Alison.

PR Committee:

Polly has approached Simone Rathle, Simone Ink, to help with a bit of PR. Polly is to follow-up with Simone in the new year.

- **Additional Information:**

Drew reported that Susan Callahan, through the U of MD Eastern Shore, has lined up three women interns to assist the Planning Committee with its planning activities. The University will give the interns college credit for their time spent on this effort. Drew noted the tie-in to our Dames mentoring mission and her personal hope that this would set precedent for future annual conference planning groups.

Adjourn