

## The Greenhouse Project Action Group Meeting Agenda

2/23/17

411 N Division St

2:30 PM

1. Attendance
2. Treasurer's Report (Brenda Schmidt)
  - grants (Lindsay Chichester and Karol Ancona)
3. Flower Basket 2017 Sponsorship Final Update
4. 2017 Concert Under the Stars Planning
  - entertainment
  - committee assignments
    - marketing (calendars, social and printed media, continuity of messaging)
    - website coordination and photo access
    - poster creation and reader board digital creation
    - sponsorships/fundraising/live auction (Karen Abowd)
    - financial coordination including contracts and additional options for credit cards
    - coordination of securing live auction items
    - securing auctioneer
    - facility coordination, ticketing, security, seating, fencing, box office (BAC)
    - food trucks and caterer coordination (Karen Abowd)
    - veranda and chalet environments
    - equipment rental to include chairs, porta potties
    - stage banner for title sponsor
    - volunteer coordination
    - VIP services/Sponsor Entrance/Ambassadors(TGP Board members)
  - monthly meetings with all committees and dates coordinated with John Procaccini
5. Greenhouse Manager's Update
  - status of railing repair
  - job fair/Americorp
  - April Fool's Day Plant Sale
6. FFA/Ag Update
  - Fair participation (Lindsay Chichester)
7. Other Issues
8. Adjournment and Next Meeting ..Thursday March 30, 2:30 PM, 411 N Division St

