

The Greenhouse Project Action Group Meeting Agenda

Thursday March 28, 2019

411 N Division St

2:30 PM

1. Attendance
2. Treasurer update
 - reconciliation of CTH account and receipt of AmeriCorps info needed (Lydia)
 - update on any recent Chalet tent payment received (Vicki)
3. Plant Sale update (Cory)
 - advertising and CHS reader board
 - volunteer scheduling
4. Concert Under the Stars update
 - volunteer coordinator team leader for event

**juvenile probation/adult probation coordination

Tasks—set up and take down of chairs and tables, seat numbering and infrastructure

--tent/Table on the green cocktail servers (Robin Graber)

--marketing to include KUNR, KTHX (NV Momentum, Karel Ancona, Tara Burke)

--infrastructure/food trucks/catering/ATM/port-o-potties (Karen Abowd))

--IT coordination

--Tent setup (Cheryl Rotter, June James, Julie Grady)

**discuss components of tents

--Auction fliers and display setup (Millie Karol, Karen Abowd)

--traffic control (Karen Abowd/Lyon Cty SAR)

--Front Gate and VIP Gate ticketing

--tent lighting (Terry Roberts/Foothill Electric needs helpers)

--van drivers (Karel Ancona, Mark Korinek)

*ASAP determination on number of transportation vehicles needed

--signage (traffic, parking, press badges, volunteers)

--seating and auction time volunteers

-FFA water, ice coffee and tea, lemonade booth (Charlie Mann)

-raffle (JoAnne Skelly, Will Pierz, Cory King)

-bars (Steve Sanchez)

-other???

5. Greenhouse Mgr./Assist Mgr. updates different from BOD meeting

-status of parking lot water pooling and vent repair

-event updates

6. Other business

-outdoor classroom/grounds

7. Next meeting date Thursday April 25, 2019 @ 2:30 pm @ 411 N Division St

8. Adjournment