



AD HOC/MATCH COMMITTEE MEETING MINUTES

Monday, May 20, 2013, 4:45 p.m.

15506 County Line Road

Spring Hill, FL 34610

Board Members Present: Pat McHugh, Chair; Bonnie Clark, Ann-Gayl Ellis, Gus Guadagnino

Committee Members Present via Phone: None

Committee Members Excused: Jim Cook

Staff Present: Danielle Berche, Jim Farrelly, Jak Jakubauskas, Katie Nelson, Sherri Singleton

Guests Present: Edna Lennox

I. Welcome and Call to Order

Mr. McHugh called this meeting of the Ad Hoc/Match Committee to order at 4:43 p.m.

II. Review/Approval, Draft Minutes of April 15, 2013 Meeting

Mr. McHugh requested a motion to accept the minutes of the April 15, 2013 meeting as presented. Mr. Guadagnino so moved and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

III. Update, Proposed Revisions to Bylaws (Addition of Standing Committee)

Mr. Farrelly explained the Program Committee has approved the proposed revisions. Currently, there are five (5) standing committees and the temporary Ad Hoc Committee. As the Coalition is tasked with raising Match annually, this proposal would change the temporary Ad Hoc Committee to a permanent standing committee, the Match Fundraising Committee. This change will also add an additional member to the Executive Committee.

Mr. Farrelly explained that Mr. McHugh is currently the Chair of the Finance/Audit Committee and the Treasurer as well as the Ad Hoc Committee chair. If this revision is approved, a new chair would be chosen for the new Match Fundraising Committee.

Mr. Farrelly explained the revisions to the Bylaws begin on page 6 and continue through page 11. This item will be brought to the full Board on Thursday.

IV. Update, Spelling Bee Event

Dr. Clark explained that she has begun to purchase erasable tablets from local dollar stores for the teams to use during the competition. She explained there will be three (3) rounds with increasing difficulty in each round. The first round will be composed of “preschool” words; the second of “high school” words; and the third of “college level” words.

Dr. Clark explained that funds will be raised through teams, auction items and sponsorships. She and Ms. Ellis have been provided with a list of the Coalition’s vendors as potential contacts, but Dr. Clark requested contact names and an email address to send the sponsorship opportunity information electronically.

Dr. Clark distributed a draft of the Spelling Bee flyer, the single admittance ticket and the sponsorship form. The Committee briefly discussed the price of an individual ticket and decided to include information on the ticket that states the \$25 fee includes dinner and two (2) drink tickets, per person.

A suggestion was also made to include dinner on the flyer as well as the addition of team sponsorships and the fee of \$250.

Dr. Clark explained information on the Spelling Bee will be sent to Coalition contacts and she stated that each Committee member should send the information to their business contacts as well. Ms. Ellis explained she and Dr. Clark will make a brief presentation to the full Board at Thursday’s meeting to generate excitement and encourage each member to attract at least one (1) team. The Committee is looking for a minimum of twelve (12) teams to participate.

The Committee is also actively soliciting silent auction items. The Committee briefly discussed whether each spelling team member should receive a t-shirt with sponsors listed on the back and Ms. Ellis reported that Oakhill Hospital and Hernando Today have agreed to sponsor the event.

The Committee was informed the SNPJ Suncoast Lodge is now called the Suncoast Dance Lodge and the information on the flyer should reflect this change.

The Committee briefly discussed the presentation that will be made to the full Board and Mr. McHugh suggested keeping the presentation light. Dr. Clark explained a tentative Schedule of Events is being drafted that includes approximately fifteen (15) minutes per spelling round followed by a break for the auction.

V. Discussion, September Golf Tournament Partnership

Dr. Clark has not had an opportunity to meet with the Kiwanis regarding the collaboration on the golf tournament for a 50/50 split of proceeds.

VI. Review, Crowdfunding Contract

Ms. Nelson explained the fee to create the video is \$2,500 with a required deposit of \$1,000. After the video is posted and the first \$100 is raised, the Coalition's video will be aired on the Crowdfunding website and the money raised online will go toward the repayment of the fee.

Mr. McHugh requested a motion to approve the Crowdfunding Contract. Dr. Clark so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Discuss, Plan of Action – June/July Events

Ms. Nelson informed the Committee that the "give back" nights have been removed as suggested. Mr. Farrelly explained the Coalition is in communication with a neighborhood restaurant instead of a chain.

Mr. Guadagnino inquired if an insurance rider will be required for the Spelling Bee and Mr. Farrelly informed him the Coalition's insurance representative will prepare one.

VIII. Public Input

None.

IX. Schedule Next Meeting Date – Monday, June 17, 2013

The next Ad Hoc/Match Committee meeting is scheduled for Monday, June 17, 2013 at 4:45 p.m.

X. Adjournment

Mr. McHugh requested a motion to adjourn. Mr. Guadagnino so moved and this meeting of the Ad Hoc/Match Committee adjourned at 5:35 p.m. without further discussion.

Respectfully submitted,

Ramute "Jak" Jakubauskas
Administrative Assistant