

Agenda

Old Velasco/Surfside Beach Historical Committee
6:30 P. M. Thursday, July 6, 2017
Village of Surfside Beach City Hall

1. Call Meeting to order
2. Moment of Silence & Pledge of Allegiance
3. Approve June, 2017 minutes
4. Financial Report
5. Items not on the agenda
 - a. Announcements
 - b. Visitors' comments
 - c. Members' comments
6. Old business
 - a. Report on Anniversary Celebration and Trail opening—Peggy/Dortha
 - b. Report on sales at Anniversary celebration—Ronnie
 - c. Santa Ana Ball, July 15th in Brazoria
 - i. Auction prize
 - ii. Purchase tickets
 - d. Appoint Committees for Thunder on the Brazos Dinner
 - i. Reserve venue (Henry) done Stahlman Park reserved 7th-10th
 - ii. Design and print tickets and flyers (Lizzie may be willing to do this)
 - iii. Design and print volunteer and donation forms (Cary) done
 - iv. Publicity (print including community events)
 - v. Publicity (social media, Texas Country Reporter, etc.)
 - vi. Select Caterer and menu (Cary, Dortha and Marilyn)
 - vii. Favors (Cary) Ronnie check prices from his company
 - viii. Entertainment (Aubrey Tucker)
 - ix. Auctioneer that works well with Brazoria Girls
 - x. Ticket Sales Chairman (everyone sells tickets, but need someone to track sales and assign tables)
 - xi. Awards (Hugh and Dortha)
 - xii. Wine and beer (Robert and Mary)
 - xiii. Make certain that we comply with ALL regulations for serving wine & beer (Robert and Mary)
 - xiv. Design and print program (BayStar will probably donate printing)
 - xv. Design Room set up and design and make decorations (having caterer do



Carrie Primm
2014

this saves a great deal of time upfront and after the event—especially if we do not have to deal with the tablecloths and napkins!)

- xvi. Set up sound system and system to show power point presentation
- xvii. Design PowerPoint to honor donors and show auction items
- xviii. Auction Acquisition Chairman (all help with acquisition) please photograph each item and send photo to Dortha ASAP for power point and webpage
- xix. Silent Auction Acquisition Chairman (all help with acquisition) photograph item and send to Dortha ASAP
- xx. Bring needed supplies to Stahlman—clipboards, pens, tablecloths, napkins (if needed)
- xxi. Iron tablecloths and napkins (if needed) fold napkins (if needed)
- xxii. Set up tables at Stahlman—set up chairs after tables are decorated.
- xxiii. Decorate tables (unless caterer is doing it)
- xxiv. Set up chairs
- xxv. Number tables and provide chart for the sign in table
- xxvi. Auction Set up Chairman
- xxvii. Silent Auction Set up Chairman (I may be able to recruit Georgia and Linda to do this again)
- xxviii. Auction--record and collect payment, file report (Dortha will ask Brazoria for help need at least 2 people)
- xxix. Silent Auction-- record and collect; file report (at least 2 people)
- xxx. Help deliver auction prizes (to Stahlman and to high bidders)
- xxxi. Clean up Stahlman
- xxxii. Pack and store decorations (unless furnished by caterer)
- xxxiii. Wash, iron and store napkins and tablecloths (unless caterer furnishes)
- xxxiv. Write thank you notes to all sponsors, donors of auction items, volunteers and major buyers

7. New Business

- a. Thank you notes for 185th Anniversary
- b. Recruit people to help with Fort Velasco: Thunder on the Brazos
- c. Booth at Treasures by the Sea (Nov. 4, 2017)

8. Adjourn