

**Broken Bow Chamber of Commerce
Events Committee Meeting
February 10, 2021**

Present: Levi French, Michelle Nelson, Carol Ostendorf, Gavin Higgins, Stephanie Grafel

Absent: Michaela Bissonette, Joan Jackson

Meeting was called to order by Stephanie Grafel at 12:05pm

1. Annual Banquet

- a. Carol Ostendorf brought up the suggestion that the new board members are made aware that they are all invited to attend both the Events and Retail/Marketing Meetings. Maybe sign-up sheets should be filled out to promote volunteerism from within. This would also help when certain events and functions are being discussed those members were reminded of the upcoming meeting.
- b. Stephanie Grafel shared the mockup of program front cover and what has been put together so far. Cover was approved by the committee
- c. Levi French will begin the program with the Welcoming and introduction of Vedah Fales as newly appointed President of the Chamber Board.
- d. Invocation: It was suggested to as Mike Evans to do the Invocation,
 - i. Levi will contact him.
- e. Stephanie Grafel will present the Retiring Officers from the Board of Directors, Recognition of 2021 Appointed Officers, and the remaining Directors and Staff for the Chamber. She will ask Vedah Fales to help with the Recognition of Anniversaries and handing out of plaques/certificates, and Presentation of Special Award Recipients.
- f. "Friend of the Chamber" was discussed and it was decided not to do this award due to lack of events in 2020.
- g. Silent Auction: There are only 5 entries at this time. Custer Federal, Flatwater Bank, Grocery Kart, KCNI/KBBN, Ne State Bank.
 - i. Michelle Nelson and Levi French will contact local businesses. It was suggested to have 10 more entries to make for a nice sized auction.
 - ii. A live Auction for 1 or 2 items was discussed to celebrate our Diamond Anniversary. Jewelry purchased through Ortello Dale or Chapin's was suggested and maybe something Male oriented. We will discuss this more at a special meeting. *TBA*
- h. Stephanie Grafel asked for help adding more "Highlights from 2020" Carol Ostendorf suggested looking on the events calendar on the website for more ideas. Also suggested by Gavin Higgins to add pictures of events to that page in the program. Stephanie will continue to work on that piece.
- i. Corporate Sponsors: This year Grocery Kart and Evans Feed are the sponsors. Stephanie Grafel will send invoices out for their sponsorship.

- j. Anniversaries: There are still anniversary forms coming in. The write-ups are being compiled as they arrive. 44 businesses will be celebrating Milestone anniversaries and 10 have submitted forms. Stephanie has been digging through old materials to put together the Chambers 75 Anniversary history.
- k. Ticket Sales:
 - i. So far there are very few tickets that have been spoken for. It was discussed when to start pushing ticket sales.
 - ii. Stephanie G asked if paper tickets were normally made up and how the sales were done. After a brief discussion it was agreed that sales should be done through the Chamber office. Interested parties will contact the Chamber and tickets given out that way. Invoices can be created for businesses that by groups of tickets that way.
 - iii. Stephanie will work on a design and printing of tickets.
- l. Survey Monkey: This was completed with the help of Deb Kennedy through text.
 - i. There are survey's available through Constant Contact. Stephanie will delve into this a little more for future use. At this time the Chamber pays \$19 a month for a service that gets used infrequently.
 - ii. Side note: *(This was a bit of a cookie toss. After several failed attempts throughout the afternoon I believe I finally got it to work. Probably misunderstanding on my part! Sorry all, Stephanie)*
- m. Décor: Michaela Bissonette sent an e-mail stating she has secured up to 32 lanterns for table decorations. The plan is to put the glass hurricanes (downstairs) with candles inside. Then Diamond shaped acrylic crystals scattered on the table. The rental for the lanterns needs to be determined along with the budget for décor itself. Michaela and Stephanie will set up time next week to review what we have available.
- n. Congressman Smith's office reached out about doing a "virtual" Special Message. Levi French suggested that we needed to stay away from this. Everyone was in agreement. If the Congressman would like to make a live special appearance that would be great. Stephanie Grafel will reach out to his office with that offer.
- o. Nebraska One Box Center: Stephanie reached out to Samantha Kissell, the new event coordinator. She sent her the stage requirements for our Magician and Country Caterings information. Samantha was also going to see if the Cobblestone was comping a room for him. Stephanie will give a more complete update at the next meeting. *(A meeting with Samantha is scheduled for Friday 19th to go over some of the room information.)*

Respectfully Submitted: Stephanie Grafel, Administrative Assistant

