

# **NERVF Meeting Minutes**

**March 2, 2008**

Attendance: Diane Callum, Maryann Kasprzak, Jolee Chase, Melissa Currier, Pauline Wheeler, Pam Clattenburg, Lorna Bates, Michele King, Diane Johnson

## **Workshops Committee**

Reviewed list of workshops - no new information. Maryann & Elaine are working on getting the workshop descriptions from the presenters.

- clarified that Cathann Cress will do something on Life Skills.
- Also, we need more Animal Science workshops

## **Reviewed Registration Committee**

### **Full Time Registration Fees:**

Early Bird Registration by August 1- \$295

Regular Registration August 2 – October 1- \$350

### **Part Time Registration Fees:**

Friday (Seminars on Wheels and Banquet) \$150

Friday (Banquet and Evening Entertainment) - \$60

Saturday Workshops Only (Lunch and Snacks) - \$100

Saturday All Day (Lunch, Snacks and Dinner and Evening Entertainment) - \$150

Saturday (dinner and evening entertainment - \$60

Sunday (Breakfast and Closing Ceremony) - \$25

Volunteers who are coming to the Forum strictly to work (not paying registration fee & participating) will be provided with a meal if they work at least 4 hours. These will be boxed lunches that will be made available in the Conference Office.

**Tours Committee** was not present. Pam had spreadsheet of tours – no new information.

## **Pumpkin Fest**

Melissa reported that she talked to Keene Center Stage.

- They want to have a section for 4-H Pumpkins
- We can decorate our section
- They will fax us the sign in sheets so we can fill them out ahead of time

For food for the Pumpkin Fest Participants:

- The Best Western in Keene is walking distance from the Pumpkin Fest.
- They can accommodate 250 people maximum.
- They will allow us to park our busses in their parking lot (huge bonus!)
- They can provide dinner for \$32.52 per person (includes tax & gratuity), & they reduced the fee for their function room to \$250 as we are a non profit.

## **Entertainment**

Clarified what we want at each event:

- **Thursday:** Dignitaries – Governor; University President; UNHCE Dean, John Pike; 4-H Program Leader, Wendy Brock, etc.
- **Friday:** National Program Leader, Cathann Kress; Speaker, Patrick Grady
- **Saturday:** Shaw Brothers & Rebecca Rule for those not going to the Pumpkin Fest
- **Sunday:** Wendy Brock and Patrick Grady to do wrap up.

## Hospitality

- Quilt is being put together. Pam will provide pictures
- Airport Greetings
  - Providing welcome bags w/ fruit, candy, city map, etc
- Country Fair Night – outline of what event should look like
  - 5 Vendors, some ideas are:
    - White Mountain Kettle Corn
    - 4-H Store, Michele will contact
    - Goat Milk Soap
    - Hood Milk?
    - Echo Farms Pudding?
  - 5 Club Exhibits
  - 14 Demonstrations
  - 8 Food Show entries
  - 8-10 Action Exhibits
  - 4 PM & 5 PM Fashion Revue
- Table Favors – *See February Hospitality minutes for details*
  - Lanyards w/ Experiential Learning Models – State office will make these & order lanyards. Maryann has template for cards.
- Centerpieces –
  - Friday Breakfast – want pint bottles of Maple Syrup, need 68 of them
  - Friday Banquet – Pumpkin Centerpieces, Pam is making the ceramic pumpkins – Looking for clubs to paint the ceramics – want them painted by August 1.
  - Animal Tracking Kits – for a lunch
  - Sunday Morning Breakfast – Mums
  - Wooden Spoons? - NH Manufacturer

## **Radisson Walk Through – April 28<sup>th</sup> at 3PM – This has been confirmed with the Radisson (as of March 18)**

We will also have a short meeting at the same time for those who can make it.

## **Golf Tournament:**

- Need Donation Letter
- Need Volunteers
- Need Auction Items.

## Tote Bags

Michele Had sample bags from Enviro-tote in Bedford, NH – they have nice quality bags. Group liked the larger bag – they would like it with blue webbing and the logo in green printing. They will be about \$8 each.

**Next Meeting: April 13**