



11TH ANNUAL DAVE THOMAS CELEBRITY COOKOFF

TUESDAY, AUGUST 14, 2012

DTCC Planning Committee Minutes

Location: SFC Training Room 120

Meeting Date: January 20, 2012

Time: 9:40 a.m.

Name	Present			Name	Present			Name	Present		
	Yes	No	phone		Yes	No	phone		Yes	No	phone
Jamie Bozarth	X			Kay Brown		X		Yolanda Brown-McCutchen	X		
Nancy Crawford		X		Bob Daniels		X		Christopher Doyle	X		
Devin DuPree		X		Jacqueline Dziadosz		X		LaShawn England		X	
Edna Fields Morrison	X			Kim Garrett-Goree	X			Cheryl L. Gist	X		
Ian Grant		X		Rodenna Hardison			X	Kris Henneman		X	
Mable Jones		X		Sallyjo Levine	X			DeAndre Lipscomb		X	
Vanessa Mathews		X		Monica Morgan		X		Ingrid Parks	X		
Morgan Peterson- <i>Intern</i>		X		Kristi Plain	X			Crystal T. Smith	X		

Handouts: Meeting Agenda.

DISCUSSIONS:

- I. Crystal welcomed the committee to 2012 DTCC Planning Committee Meeting, each attendee introduced themselves.
- II. The event has been changed from the second Tuesday in September to the second Tuesday in August, on the 14th. The Chef Rehearsal will be held on August 7th at 6:00 p.m.
- III. Budget: A 3-Year Budget Comparison was distributed and analyzed. Based on the analysis, the 2012 DTCC Budgeted Income Sources were edited to reflect the current trends. (See enclosed) The Expenses will be evaluated before the next committee meeting by the Event Co-Chairs and Executive Assistant. The tent equipment will go out to bid, that information may not be available by the next meeting.
- IV. The 2012 Committees' Roles and Responsibilities (Yearly Timeline) was distributed. Each committee chair was requested to look at the document and submit any changes or additions to Cheryl Gist immediately.
- V. **Committee leaders:**
 - a. **Apron:** (Kim Garrett-Goree, Chair)
 - b. **Auction:** (Ingrid Parks, Chair & Jackie Dziadosz, Staff Liaison)
 - c. **Celebrity:** (Mabel Jones, Co-Chair; Monica Morgan, Co-Chair & Edna Fields Morrison, Co-Chair)
 - d. **Decorations:** (Vanessa Mathews, Chair)
 - e. **Entertainment:** (Ian Grant, Chair & Cheryl Gist, Staff Liaison)
 - f. **Finance:** (Kay Brown, Co-Chair & Yolanda Brown-McCutchen, Co-Chair)
 - g. **Planning Committee:** (Kristi Plain, Event Co-Chair; Crystal Smith, Event Co-Chair; Nancy Crawford, Wendy's Rep.; Morgan Peterson, Intern (I); Chairs; Co-Chairs & Staff Liaisons)
 - h. **Program Ad's:** (Cheryl Gist, Chair)
 - i. **Public Relations/Entertainment:** (DeAndre Lipscomb, Chair; Cheryl Gist, Staff Liaison & LaShawn England, Staff Liaison)
 - j. **Table Sales and Sponsorships:** (Bob Daniels, Co-Chair; Kristi Plain, Co-Chair; Crystal Smith, Co-Chair; Cheryl Gist, Staff Liaison & Devin DuPree, Staff Liaison)

- k. **Technical Support:** (*Christopher Doyle, Chair*)
- l. **Tent Operations:** (*Kris Henneman, Chair & Cheryl Gist, Staff Liaison*)
- m. **Timeline:** (*Rodenna Hardison, Time Coordinator & LaShawn England, Staff Liaison*)
- n. **Volunteer/Hospitality:** (*Sallyjo Levine, Chair & Jamie Bozarth, Staff Liaison*)

VI. Actions:

- a. Chairs will review yearly timeline and send any changes to Cheryl Gist.
- b. Auction budget reduced from \$15,000 to \$7,500, based on the past 3 years' sales.
- c. Ad sales: committee is requested to ask their service people, friends and family for an ad, if they cannot purchase a table or a seat. Ads are due on June 30th.
- d. Soliciting for DTCC Support: recommend using a targeted approach; know who you are going after and for what you'll ask for i.e. ask companies to purchase tables or seats, if too small, as for an ad, etc.
- e. This year we will look for the following sponsors:
 - i. Fork sponsor - \$1,000 to underwrite the cost of fork usage. (1 sponsor for each seating.)
 - ii. Apron sponsor - \$1,000 to underwrite the aprons that don't sell or sell for a little money. (1 sponsor for each seating.)
- f. An event description brochure will be sent to the donors for every seat sold prior to the event to inform the attendees what to expect at the event.
- g. 2012 Guest Host: Pete Thomas NBC's "The Biggest Loser" Season 2 At-Home Winner and former foster child will be attending the event as our guest host. Pete will be involved with the planning throughout the year. He will also be involved and interact with the guests at the event.
- h. Crystal Smith will follow-up with Milton McCorry's wife to extend an invitation to, former boxer, Milt McCorry to chef at event.

VII. Next Meeting: This committee will meet twice a month; on the 2nd and 4th Fridays at 9:30 a.m. The 2nd Friday will be an in-person meeting and the 4th Friday will be a conference call. In July the committee will begin meeting weekly. The next meeting will be held on Friday, February 10th at 9:30 a.m., in-person. The conference line 1-877-830-0899, code 300, will be open for those who cannot attend in person.

VIII. Adjourned: at 11:30 p.m.

Respectfully submitted,



Cheryl Gist, Executive Assistant