

**GMGA 2012 Conference  
Committee Meeting  
November 30, 2011**

The GMGA 2012 Steering Committee met in the Extension classroom at 1:00 p.m. on November 30, 2011. Present were members Russell Brannon, Gerald Phillips, Diane Walton, Suzie Thomas, Pam Raines, Carol Mumaw, Linda Robbins, Dot Martin, Ed Stumler, Clara Mae Van Brink, and Mary Ann Szostak. In the absence of Joan McFather, Suzie Thomas took notes. *[Note: check to see if these are the right people—I didn't get a list.]*

**Publicity:** Dot Martin announced that the website should be up and running in three or four days. It looks great. Publicity can be accessed by going online to GMGAconference.com. Thanks to Linda Lullie for all her help. Expenses were \$500. Dot will send an email to all our members when the site is up. It is for the entire public. Dot requested email addresses for all speakers and vendors to contact for publicity.

**Facility Logistics:**

- Pam Raines met with Lori at the Bluffs on November 17 to discuss speakers' needs. They have two podiums, so we may have to rent more. Lori suggested hiring two audio-visual technicians at \$600 each because we have simultaneous speakers in different rooms. After discussion it was decided to hire only one.
- The committee is still looking at partial use of the main floor. Pam has asked Lori to reduce the rental price on Friday. Lori will re-figure the costs for Friday and Saturday.
- Lori recommends employing a deputy sheriff for the patio and lobby until we close at 5 p.m. One deputy can cover both inside and outside.
- Lori will send a list of rental costs for incidentals such as tablecloths.
- Pam stated that she has three businesses which want to bid on our rental needs.
- Pam met with Sodexo and gave them the contract for the Meet & Greet. Sodexo will be revising the food proposal.
- Pam also met with Martha Hout at the Funk Heritage Museum. Ms. Hout needs a list of tables, etc. that the committee will need for the reception. After receiving our needs, she will present a contract for the event. She has requested that no conference attendees be in the museum during set up; it was suggested, therefore, that on Friday timing be arranged so that a visit to the museum precedes the arboretum tour, thus removing attendees in the later afternoon. The museum gift shop will be open during the tour.
- There is a fee, called a "donation," of \$150 for the Meet & Greet. Russell said the check should be made out to the museum, not the university. *[Secretary's note: this needs to be verified. It is my understanding that all monies must be given to the university, with the purpose stated on the memo line of the check.]*

### **Treasury:**

- Using the middle estimate on her report, Diane Walton asked for clarification concerning the audio-visual tech listed at \$600 and audio-visual at \$400. The latter is for equipment. Diane requested all bills be turned in promptly to keep the budget up to date.
- Linda Robbins asked if hospitality would be responsible for signage (in the budget at \$1250. Answer: yes. Carol Mumaw asked if the signs would be professionally done. Discussion ensued, and Gerald Phillips said he would ask Larry Link to do them.

### **Vendors:**

- Diane reported that several vendors have not yet sent in their paperwork and money.
- She plans to put Athens and GMGA at the same table. Diane needs to know if GMGA wants a booth, and she needs more vendors to fill up the patio. She agreed to offer the *Market Bulletin* the #17 booth for \$50. It was suggested that we contact the plant societies to rent a booth, perhaps two might share a booth. Note that there are not a lot of electrical outlets on the patio, and no more than one booth may use an outlet or run the risk of fire.

**Sponsors:** Ed Stumler has not had any luck. Most businesses are holding onto their money until after the first of the year. He will contact them again at that time. Gerald volunteered to contact Scott's Garden Supply again.

### **Program:**

- Chairman Suzie Thomas has assigned the following Master Gardeners to assist our speakers: to Ila Hatter: Diane Smith, to Buddy Lee: Shirley Lowe, to Rita Mercer: Elizabeth Kelly, to Rebecca Reid: Mary Ann Szostak, to Dr. Rick Schoellhorn: Pat Tanner, to Laurie Prentice and Rick Smith: Maurya Jones.
- The hotel chosen for the speakers is the Hampton Inn, 710 Transit Avenue, Canton, GA 30114. ([www.hampton.com](http://www.hampton.com)) We will make the reservations.
- Next week Suzie will send out a form letter to all speakers asking for information we need to accommodate them as well as to inform them of what has been done for them so far.
- Because speakers' individual contracts are different from one another, Suzie asks that everyone refrain from any contract discussion with any speaker.
- To keep the conference running smoothly, the committee has determined to have speaking "cut off" signs on white poster board indicating 10 minutes and then 5 minutes to needed conclusion.

### **Hospitality:**

- Carol Mumaw reported that the seed company has started growing the plants from which will come our tomato seeds. She is aiming for 350 packages.

- She displayed an apron for volunteers to wear. The cost will be \$1.50 each. It was decided that the committee should choose the apron's color—to be worn with white shirts and black pants. Carol would like to go ahead and lock in the price by ordering immediately.
- Gerald commented that there are 55 CCMGs who are members of GMGA. He asked how many more would be needed. Linda and Carol (hospitality) need 26. Merchandising needs 2 (one to be chair.) Vendors and Programs each needs a minimum of 4. Gerald plans to ask MGs from Bartow, Pickens and Gilmer Counties to our January meeting.

**Merchandising:** Gerald showed garden buckets as a possible sale item. A price of \$10 was suggested. A “rooting pot “ kit was also suggested.

**Next Meeting:** There will be no meeting in December. Next meeting: Tuesday, January 10, at 1 p.m. in the Extension classroom.

The meeting was adjourned.