

North Texas Book Festival, Inc.

**Minutes from Meeting Sunday, March 4, 2018
Lake Dallas Public Library
302 S Shady Shores Rd, Lake Dallas, TX 75065**

Call to Order

Meeting was called to order at 2:00PM.

Establish Quorum

Quorum established.

Members Present

Tina Hager, President, Jan Sikes, Vice President, Katherine Boyer, Treasurer, Judy Lowe, Parliamentarian, Janet Sever Hull, Andrea Amosson. Judy Lowe graciously took meeting minutes until Seraluna Sanchez arrived.

Approve Minutes

Minutes were read. Minutes stand approved with Corrections pending Seraluna's arrival and documented below.

Treasurer's Report

Treasurer, Katherine Boyer, presented the current financial statement. At the time of the meeting, \$7209.19 was posted in the bank with pending deposits totaling \$100. Pending deductions are as follows:

Rent \$1345

Trophies \$150

Rich \$200

AI \$200

Grants \$4000 – This is more than the festival normally distributes and there is more money coming in. A \$300 deposit will be issued back from the GDAC after the festival.

Festival 2018 Development

A. Publicity

- a. Book Festival Network
Tabled until post festival meeting.
- b. HomeTown Reads
Nothing currently to add.

- c. Radio Show
Mitch will assist.
- d. NTBF Facebook Page
The plan is to share as much as possible via the Facebook page, Twitter @NTBF10
- e. Tejas Storytelling Festival
Katherine has sent an ad, flyers, and bookmarks

B. Facility

Katherine will pay the rental this week. 7AM is the listed earliest arrival time.

C. Chuckwagon Breakfast

Still working on food donations.

Note: Seraluna Sanchez arrived late to meeting.

Janet is bringing a large can of regular coffee and a small can of decaf coffee, Coffee Mate, and Mini-Moos. Katherine will supply small cups. Janet has sent our information in to Chick-Fil-A. Katherine will take the form into Schlotzky's. Jan will contact J&J's about vouchers from last year for free pizza. All agreed it would be the most up front way to handle leftover vouchers. Katherine will contact Mellow Mushroom. Judy plans on bringing yogurt, strawberries, blueberries, and pomegranate juice. Katherine and Andrea will bring both OJ and apple juice. Janet will hit up the Sidewalk Café. She is still following up with Susie. Sera will look into donations of coupons from Freebirds.

Tina gave the following supply count:

Knives 192

Forks 450

Spoons 450

Cups 350

Filters 100

Plates 350

Serving Plates 5

Foil 1 box

Measuring Spoons

Hand soap

Jan will bring napkins

D. Awards

Tina has most of the forms. Sera will get hers in to Tina. Katherine is getting trophies from Denton Trophy House. Reminder that there will not be an Honorable Mention award. Will postpone Legacy Awards. There has been no contact with Christopher Shorely. Will attempt to do next year. Will discuss at meeting after Festival. Finalists were announced March 15th.

E. Grants

Janet reports ten grants requests submitted. The tentative schedule for the review committee is March 13th at 5:30.

F. Entertainment

Al the Balloon Guy and Rick Morrell the Magician are confirmed. Tina has not heard back from Medieval Times. Andrea related the Whisperers will not work out due to illness in the family. We can attempt to book them next year. Janet found out that the music frat at UNT is not available. This will allow for extra time which can be used to talk about the federal library funding cuts. Katherine has a camera and tripod that can be set up for the videos. Sera has the questions set up for the scavenger hunt except for Janet's – will email. Katherine asked for ideas quickly to get flyers and posters together for the weekend.

G. Fundraisers

Should be done. Katherine has \$150 on the way as well as a small amount from the Network for Good. Tina forwarded a \$1 donation from a library patron who heard about the festival.

H. Volunteers

Tina contacted Freedom House. He is having a meeting next Monday. They will be able to provide 6-7 volunteers but will have to leave by 3. Ponder Friends of the Library can get 2-3 volunteers. One Lake Dallas patron is on board and Tina plans on assigning her to Katherine. Andrea has a group of 14-15 that she will ask. Jeff Hull – pictures and breakdown.

I. Authors/Publishers

Tabled until after festival.

J. Tables

Katherine has 4 people on the waiting list. She will email Linda Mubarak and will hold it until April 2. Will put deadline on registration in the paperwork for next year. Jan suggested a deadline email to warn that their spot will come open unless they confirm. Jan made a motion to use the 4 tables at the edge. Judy seconded. Motion passed. Katherine has a list so that half and full tables can be tracked. This is denoted by 'A' and 'B' markers. Discussion ensued over table numbers and how to direct authors to assigned tables. Katherine will provide one of each list plus one for Tina at the information table. Volunteers will be needed to switch from breakfast setup to festival setup at 10AM. Tina can number the tables because only the chairs move. Janet presented the button centerpieces. She and Katherine have 6 green jars each. Tina suggested asking Scraps if they would lend more for centerpieces. Katherine suggested anchoring them and letting people know not to take them. Need 15 jars and 15 egg baskets total.

K. Food

Tina Hager is donating three cases of water. Katherine is bringing sandwiches, pizza, Cinnabons. Leftovers from breakfast will help. Judy and Katherine will bring cookies. Everyone will need to bring a package if the donations Jan requested do not come through. Katherine will send a reminder email. She asked if anyone goes to Dropbox and received the Letter of Determination to take into businesses for donations. Sera reported no donations from Sprinkles. Jan said Hypnotic Donuts will be used for author snacks. Katherine suggested that Sonic, McDonald's, and Whataburger might donate. Tina will bring potato chips and Jan and Katherine plan on bringing 20 chip bag mixtures each.

L. Announcements

Jan will wait for scripts.

M. Trailers

We have the top 3. Votes are slowing down. Katherine will move to the top of the Facebook page in next week. Katherine passed out more bookmarks.

N. Parking

Katherine Boyer has signs. Need to make sure that authors park in overflow across the street.

O. Public Participation

Sera will number 250 Scavenger Hunt pages and use to count entrants to festival. Janet will do a poster board with the number guessed and a contact for the Button Contest. Teal has some door prizes. Sera has 2 Cora Balls and 2 engineering sets. Tina will bring some kid prizes. Everyone make an event to share. Jan asked for a flyer to hand out to put in the window. She is hitting up the regulars in town that donate. Katherine suggested authors help to advertise by doing quickie signings at Recycled Books.

P. Inside Signage

Katherine has set up and ready to print. We are going to be nice but we are putting our foot down this year about eating areas.

Q. Other

Keep info going via email.

Committee Reports

A. Nominating

Nominating next meeting.

B. Membership

Membership forms will be available at festival. Katherine will print them. We need to clarify the levels.

C. Event

D. Grant

Winners need email to inform by the 15th.

E. Festival Awards Competition

Discussed

F. Public Relations Committee

G. Discussed

H. Finance

I. Festival Procedure Manual

J. North Texas Giving Day

All agreed worth doing along with Denton County Kick Off

K. Sponsorship and Donations

Katherine has bandit signs for anyone to take.

Timeline

Piano music will be replaced by PSA from Danielle. Ask her to provide something in writing. We need to pick out a spot for group pictures. Jan suggested a Little Miss Denton to hand out awards.

7AM

Setup

8AM

Breakfast

8:10-8:30AM

Eating

8:45-9:30AM

Grant Awards and Pics

9:30-10AM

Jan and Vicki – we need a title

10-11AM

Author Set Up

11AM

Doors Open

4PM

Festival Ends

Must be cleaned up by 5PM

Assignments

Other

Katherine will ask Mitch Haines to approach KUZU

Amended Minutes

Correction under Awards “giving back” to the library

Correction Pg. 3 (F) Entertain 6 sent (Curlett)

Correction Treasurers Report Jan and Judy will provide other tables

Correction Texas Storytelling Fest Ask about advertising opportunities and membership

Judy made Motion to correct 1/21/18 minutes. Jan seconded. Motion passed.

Next meeting and Adjourn

Next meeting is TBD. Katherine will check the bylaws. Judy made a Motion to adjourn. Jan seconded.

Meeting was adjourned at 4:31PM