

Potrero Gateway Loop steering committee meeting notes
October 14, 2014

Attending: April Ellis, Maria Tong, Patricia Fonseca, JR Eppler, Sheldon Trimble, Will Chang Jean Bogiages

The group reviewed the invitation and the eventbrite invitation and made a number of changes edits and corrections. Most significant were adding the statement “donations are tax-deductible” in a number of places and adding the raffle prize, “electric horseback Potrero Hill tour” as well as adding the mission pony logo to the sponsor list.

The group agreed that we should have two raffles for the electric horseback ride. The first raffle will be at the Potrero Hill Festival. The second raffle will be at the event. We decided to charge five dollars per raffle ticket or five for \$20. We will get a roll of tickets and a nice bowl to use. Every guest will get one free raffle ticket but will be able to buy additional tickets and have a better chance at winning.

We talked about serving white wine instead of red wine in order to protect the houses furniture. Apparently that is a practice that is followed by open houses and art shows.

We discussed collecting money at the event and thought that the phone App “SQUARE” would be a good way to collect money.

We agreed that the entrance to the event would be through the glass doors in the kitchen and felt that we needed a coat rack and a small table at that location. April can supply the coat rack and JR will supply the table. We will also make nametags and print them out so they are ready when people attend. The assumption is that the Eventbrite ticket list will contain emails and names.

We added a number of things to the to do list. For example, we need to make signs identifying areas of the house that are private, we will get a hold of electric candles and small paper bags to light up the outside staircase, we will need someone standing at the gate at all times during the event and as mentioned before we need to get raffle tickets.

The group felt that it would be a good idea to post flyers in various locations about the event. We could post them on telephone poles and in-store windows. April volunteered to put together a flyer and Jean will send her the photos we have been using describing the event. Since the event is in one more month we do need to set the flyers up soon.

Another task that Jean accepted is to find a place to rent or borrow glasses and plates for the event

The next meeting will be October 27. We have a lot to do before October 27 mainly relating to food drinks dishes and utensils. Additionally it’s pretty important for us to continue reaching out to local businesses. There are number of large businesses around the Loop area. UPS, Zynga, Design Within Reach, Adobe, Uber. Lyft are all good candidates for us to ask.

We agreed that event set up would begin around 1 o’clock on Sunday, November 9. Final set up would be the day of the event.

Submitted by
Jean Bogiages

| To Do | Who Will Do | Status |
|--|--|--|
| Get music | Maria | Done |
| Get Food Chef | Patricia | Done |
| Get Food and non-alcoholic | Maria ?? Jean (Dolma-PERA) | Trader Joes Whole Foods done |
| Get Dessert | | |
| Get wine and beer – focus on White wine | Dianne, Maria Jean | 2 bottles Letter sent to Wine House |
| Get Coffee | Jean | Filtz email –no response |
| Make History Posters | Jean | |
| Coordinate history talk with Pater | Jean | |
| Sign up host committee | | |
| Sign up Sponsors | Jean/Kim | Kim sent email and attached letters |
| Get Raffle Ticket prize | April | Mission Pony |
| Determine how many chairs and get some | Jean | 25 chairs from Church |
| Get glasses and dishes and utensils | Jean | church? rent? |
| Get Flowers | | |
| little electric Lights for stairs | April etc, | electric lights in bags |
| Table for sign-in | JR | will get |
| Name tags | jean | will print |
| create Mail Chip Emails (STD and invite) | Dianne, Michael, Jean | Save the Date sent |
| create eventbrite invite | Jean | |
| Create Program | | |
| Email Save the Date (STD) | Jean | done |
| Email Invite | Jean | |
| Announce fundraiser at events: Potrero Boosters (Sept 30) Potrero Hill Festival (Oct 18) Potrero History Night (Oct 25) Fallen Bridge Opening (Oct 25) PDMA meeting (Oct 14) Mission Creek Merchants (Oct 21 9:30-10:30) NEMBA (Oct 30) | Jean Jean, Dianne Jean Jean, Sheldon? Dianne Dianne | done |

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|--------------------------------------|----------------|---------------|
| Get donor list from Stephanie Linder | Jean | done- |
| Get insurance donation bowl | Jean from SFPA | Emailed Steve |
| SQUARE setup | | |
| Room "private" signs | | |
| Flyer | | |
| Flyer distribution | | |
| get raffle tickets | | |
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