

Potrero Gateway Loop Steering Committee Meeting
October 27, 2014

Attending: Caroline, Michael, Sheldon, Jean, Maria, JR, William

Jean reported that 25 tickets have been sold netting \$1260 and 14 tickets are part of the sponsor package. So far we have to sponsors, Trumark for \$5000 and Walden for \$2500 in response to our fundraiser letter for sponsors. We will send out reminders every Wednesday to encourage more tickets to be purchased.

Jean reported that Judy Leung, CCA student has given us a first pass design for our Lick – Wilmerding – Lux poster. She also mentioned that she uploaded the three minute video to our website. Michael suggested using either video or YouTube instead of the link that Jean used.

We reviewed the food options. Lolinda will provide three appetizers (empanadas, ceviche, and something else). Pera will provide dolmas. We will ask for hummas and pita to go along with that. Lolinda offered a dessert, alfajor cookies which we felt would go along with the food they are presenting. Maria offered to get food from by right and the group felt that grapes and strawberries would be a good addition to the appetizers.

We discussed drinks. The Wine House will give us a discount on French or Italian wine that retails for \$11 a bottle. We can get it for 650 a bottle. Two cases plus tax would be \$170. Any white wine that has not been refrigerated can be returned. We need to go and choose wine. Michael might be able to help with that. We also need nonalcoholic drinks and thought that Maria could add sparkling H2O and regular H2O to the things she is getting from Bi-Rite. Filtz turned down our request for coffee, so we decided we don't need coffee anyway.

Regarding glasses, Jean called Abby Rents and found that wineglasses are \$.50 each. 100 wineglasses would be \$50. Carolina checked IKEA for the cost of wineglasses and found that they are \$.80 each they come in boxes of 6 for \$4.79. Four 108 glasses it would cost around \$86.22. The committee decided that we should buy the glasses and we each could take some of them home. Hundred and eight glasses would be sufficient. We can supplement that with plastic glasses in case we don't have enough. Maria volunteered to pick up the glasses from IKEA. The glasses are SVALKA a white wine glasses. We discussed napkins and plates and Sheldon volunteered to purchase those in colors that would match our posters. Jean just purchased a set of 360 knives forks and spoons that are clear plastic and we thought that was sufficient for the event.

Discussing the posters, Sheldon pointed out that in order to glue the 40" x 30" posters to the poster board one would need to use repostable photo mount spray, not the spray that Jean purchased. Sheldon volunteered to glue the printouts to the poster boards and asked that Jean try to get them to him by November 4.

We discussed tables. JR is providing a table for the door where we will keep nametags and the little fishbowl for our raffle tickets. We will also need a table for the projector and computer, and one for the model. Jean will find out the exact size of the model so we can see if we have the right size table.

Sheldon volunteered to go to the flower mart and arrange some flowers and have them there Tuesday evening.

Other things we discussed were:

- we all take turns at the gate checking names and selling tickets if guests come without tickets
- we should lock off a parking space with cones especially if it's raining and guests have difficulty walking
- Maria will purchase bags which we will fill with little candles and put on the stairway
- if it's raining it would be good to have an umbrella bin

- the coat rack will come from April
- Michael will create little signs to put up indicating certain areas of the house are private.

Jean will update the to do list with everything we decided.

Our next meeting will be Sunday, November 9 at 2255 Mariposa where we will be setting up for the event.

Notes submitted by,
Jean

To Do	Who Will Do	Status
Raffle Ticket prize	April	Mission Pony
Coat rack	April	will bring
little electric Lights for stairs	April etc,	electric lights in bags
Food-Pera's dolmas&hummas and Pita	Jean	from Pera
Wine2 cases of white	Jean	from The Wine House
Make History Posters	Jean	Help from Judy Leung and Priscilla Scala
Coordinate history talk with Peter	Jean	
Chairs	Jean	50 chairs from Church
Utensils	Jean	Have clear plastic knives forks spoons
Name tags	jean	will print
get raffle tickets	Jean	done
Posters to Sheldon	Jean	By November 4
Table for model	Jean	need to get size
Table for sign-in	JR	will bring
Table for projector	JR or Michael	
Food – grapes and strawberries	Maria	from Bi-Rite
Water & sparkling Water	Maria	from Bi-Rite
Wine- red	Maria	2 bottles
Wineglasses	Maria	Will purchase from IKEA
Little bags for lights	Maria	will purchase at IKEA
donation bowl	Maria	Will purchase from IKEA
Music	Maria/Brian	Arranged
Room "private" signs	Michael	Will make
Food- Lolinda-3 appetizers and dessert	Patricia	Arranged
Glue posterd to boards	Sheldon	Need them by 11/4
Small plates and napkins	Sheldon	Will purchase from party store
Flowers	Sheldon	Will bring on Tuesday after purchasing from flower Mart and arranging