

Loop Steering Committee Meeting  
October 6, 2014

Attending: Michael Kerbow, Maria Tong, JR Eppler, Jean Bogiages

**Fundraising**

Maria contacted Trader Joe's and she will ask for a \$60 food donation. Diane will write an application to whole foods for food. Jean will go to The Wine House to see if we can get wine donation. Jean had a good conversation with Kim from Trumark. Kim will be sending letters to developers that she has contact with. After that Kim or Jean or Trumark CEO, Alden, will follow up with phone calls.

**November 12 event**

Jean brought up a concern from April and Joe about the cost of the event we reviewed the format of an Eventbrite invitation and the fact that you can have ticket types. We discussed the possibility of having three ticket types at \$30 \$50 and \$100 and perhaps calling them bronze silver and gold. We also discussed the need for the committee to identify host committee members and business supporters.

Michael suggested adding not wheelchair accessible to the invitation. We also talked about candles or some sort of lights going up the stairs since the event will be on a dark night. Michael reminded Jean to ask about event insurance. We reviewed the table below which lists elements of the event.

**Neighborhood events**

October 18 is the Potrero Hill Festival. We would like to bring our poster and easel to this event and to be able to collect email addresses for our invitations. We need to figure out which is the appropriate table for the Loop. We are essentially a DPW straight parks project. JR suggested that Jean ask Monisha if DPW will have a table.

Other neighborhood events the loop wants to participate in are: PDMA - October 14, Potrero Hill history night October 25, Fallen Bridge Park opening October 25, Mission Creek's merchants October 21, NEMBA October 30.

**Next Meeting:**

We agreed to keep to the schedule of meeting every 2<sup>nd</sup> Monday. So the next meeting will be October 13. At the October 13 meeting we will review the invitation before sending it out in the middle of October.

Submitted by,

Jean Bogiages

<u>Sponsors</u>	Trumark, Walden, Design Center	Patricia: BONHAM & BUTTERFIELDS. <u>Trumark: Developer ;ist</u>
<u>Host Committee</u>	April Ellis Joe Treinan Steven Solomon Stacey Bartlett Bruce Kin Huie	Sheldon: Vistoria Offenhartz?
<u>Food</u>	Lolinda- appetizers	Coffee- emailed Filtz Dessert? Kim: Husband's small donut type dessert Dianne: Whole Foods?
<u>Drinks</u>	2 bottles wine (Maria)	Dianne: Beer & Wine? Jean: The Wine House? Dianne: Whole Foods?
<u>Utensils</u>		plates, glasses, forks etc, napkins
<u>Furniture</u>		Tables: Chairs
<u>Decorations</u>		Flowers
<u>Music</u>	Brian Hill, Guitar	
<u>Program</u>	Slide Projector Projector Screen	
<u>History and Future Boards</u>		
<u>Ticket Collector Table</u>		
<u>Setup weekend before</u> <u>Setup Day of event</u> <u>Breakdown after the event</u> <u>Cleaning</u>		