

**Monarch Beach Sunrise Rotary Club
Vocational Day Planning Committee
November 4, 2015 at 8:30 am
Meeting Agenda**

Members: John C., Lisa S. Cyndi E. Alan W., Nan E., Gary M., Lisa W., Zoreh, Cheryl S., Gary S.

School Rep: Patti Romo, CVUSD

Location

The Board Room at the CVUSD located at 33122 Valle Rd., San Juan Capistrano, 92675. Ph. 949-234-9200

Budget – \$4692.00

Room Rental	\$ 830
Food Service	\$3000
Speaker Gifts	\$ 150
Program/Signs	\$ 250
Misc.	<u>\$ 150</u>
TOTAL EXP	\$4380 est.

Speaker Updates – John C. & Stephanie

- All speakers confirmed.
 - John is liaison to Tina and Jim; Gary is liaison to Robert Grant
- Next steps:
 - Letter with confirmation, location, address, parking and program details
 - Liaison's please inquire about AV or sound system needs
 - Ideas for speaker thank you gifts

Raffle & Gift Cards – Lisa S.

- Next Steps
 - We need more gift cards – 6 members have donated to date
 - Does the club have a roll or raffle tickets?
 - How many raffles should we try and do?

Logistics – Stephanie

- Facilities, food, AV, Registration, Speakers, Run of Show
- Student evaluations
- Speaker Questions

School Liaison – Patty Romo

- Schools invited
 - Dana Hills High School, San Juan Hills Aliso Niguel and San Clemente High School
- Registering the students and creating spreadsheet (50 per school)
- Compiling the District VIP list
- Scheduling Buses (arrival time is now 7:45)

Facilities Liaison – Josie

- Point of contact for the day
- Food and Beverage Set Up – Given the number of attendees it has been recommended that the food set up be just outside the side door entrance. If weather will not permit, then it will be located around the perimeter of the room.
- Working with culinary class for breakfast and snacks; see menu below:
 - (Hot Breakfast) Eggs, Sausage, Hashbrowns, Bacon; includes pastries, coffee service, milk and juice.
 - (Mid-Morning Snack) Fruit, cookies, drinks, cheese and crackers
- Room layout – room will be set for tables of 10 (square)
 - AV and sound system – we have access to this at no charge; podium, screen, wifi. We (or speakers) need to bring laptop and cords as the school only uses Macs
 - Do we want table clothes or centerpieces?
 - Survey's and questions for students will be placed on tables in the morning prior to arrival. Survey's collected at the end as last year.

Supt. Liaison – Kathy Collins, Executive Assistant to the Superintendent

- Scheduling arrival for Superintendent
- Scheduling Supt. to speak

Program design & printing – Need a leader

Registration Table – Lisa W., Cyndi, Anita, Penny (one for each school);

- Duties: check them off the list, give them a raffle ticket, and direct them to breakfast and a table.

Bus Greeters – Lisa S. and Bob Huber

- Duties: Buses arrive at **7:45**, need to be ready by 7:30 – they came early last year!
- Direct them to the registration table for check in

VIP Liaison – Nan (we have estimated between 70-75)

- **Duties**: Check in VIP's and give them a nametag; direct them to reserved tables
- Need our club list and list from other adjacent clubs. Patti will give us her list from the school

Technology Support – Alan – can we have you on standby? We will also have access to the IT folks at the district office.

Table Leaders – Would like **ONE** Rotarian per table.

- Duties: Mix and converse with the students; be a Rotary Ambassador and talk about our programs; be sure they know where the speaker questions are on the tables and be sure they fill out and you collect the survey's at the end of the program.
- To date the following have signed up: Penny, Nan, Rod, Anita, Hayden, Margarita – We have 6 and need a total of 20.

November, 14, 15 or 19th ??? I would like to meet at least **two more** times. I am out of town next week and have a board meeting the week after 😊

Patti – can you join us for these last couple of meetings? We meet Wed. at The Cliffs in Laguna. We will meet directly following our regular Rotary meeting at 8:30am.