LMFNA Board Meeting Aug.23/23

Step into Fall – Foot Care Event Thursday Sept.28 5-9pm

Food – Karen

* Emailed 4 people – only 2 got back to her
* Meet to Eat Food Truck – 40 people charge $1300, plus 15% gratuity
* - options
* Original Mexicano – 1486.00 , gratuity $1577
* Pita Pit – 20 pitas - $116 – 3 – 4 trays – (1 ½ per person) $348 - $464 – Karen to order and pick up
* - 2 days notice
* - drinks – selection – sparkling water and water, potato salad (1) - Ivy
* Spinach salad, olive garden salads, - Tannis -
* Chacueterie board – Costco – Tannis - $250
* Samosa’s – Cathy (donation) – vegetarian – 60 - $70
* Cutlery, plates, napkins - Ivy
* Large bowls, platters – Tannis and Diane, Cathy
* Dessert - Convatec

Downstairs – 2pm – set up – Debbie C – Vendor Coordinator

* + - Vendors – 4:15 –
			* Cathy – Keri (Advantech)
			* Susan – Bausch ?
			* Susan – Convatec
			* Susan – Tina (Bowers)
			* Tannis – PedEd
			* Coloplast – remove from poster

Upstairs – 4pm

Vendors – 4:15pm

Name Tags – vendors, presenters, members, etc – make up and drop off to Tannis or Susan – Michelle \*\*

Registration at door – Cathy and Karen

Ask members to help with clean up – Michelle in email

Door prizes with name tags - Michelle

Bucket for tickets

Tub for ice and drinks – Karen

5:00 - 1st speaker – Tina – Bowers and Bausch, and Tannis (quick talks)

6:30 - 2nd speaker – Keri Arnott – Advantech

7:00 - 3rd Speaker – Convatec

7:30 – 8:00 – Mingling, dessert, shop

8:00 – 4th Speaker – Alejandro – Companyon – Tannis introduce

8:30 – 5th Speaker – Tannis – Jeopardy – extra ticket as prize, Prize draw –

Clean up Crew 9pm

Tammy and Karen – clean up food during speakers

Diane – expense report, keep receipts

* Speakers stipend form

Jan 1 – Aug.1/23 – Profits - $1679

Total - $9800

Number of members

Next Meeting Thursday Oct.26

Nov.14 – Marketing meeting – Virtual ?

Dec.14 – Xmas Party and AGM

Next Board Meeting Thursday Sept.7 - Webex