

2009 BOMA BENEFIT MEETING
Wednesday, February 25, 2009

Charities:

Dallas Children's Advocacy Center
Interfaith Housing Coalition
Good Shepherd Community Center
Vogel Alcove
DBEI

Event Information:

Date: Friday, December 11, 2009
Time: 6:30 – 11:00 p.m.
Theme: TBA
Catering: TBA
Venue: Frontiers of Flight Museum
Entertainment: **Signed Sealed Delivered**

Vice Chair:

Dodi Whitmire

Subcommittee Chairs

Sponsorships:

George Edwards / Karen Kanaan

- Maya Flowers has agreed to be the Diamond Sponsor with \$25,000 or more
- Real Estate Challenge - We need more Real Estate members on the Benefit Committee and enlist them to contribute to the \$1,000 (President's Challenge).

Donations:

Live Auction Operations: Greg Goree
Live Auction Items: MG Cox, Kyle Smith
Silent Auction Sara Schlobolm, Mike Brady and Kyle Smith
Baskets: Ron DeBusk, Kyle Smith
Raffle Tickets: Liz Diesel
Partnerships: Frances Lawrence

Admission Tickets:

TBA – Someone to promote tickets sales and not depend solely on standing reservations. Goal: Up attendance to 450 or beyond.

Catering:

Teresa Edwards

Liquor:

Mike Brady, David Justice

Entertainment:

David Justice, George Edwards

Check-In / Check-Out:

Scarlett Gary

Event Coordinator:

Dodi Whitmire

Printed Materials / Theme:

Ann Spain, Tricia McQuinn, Debra Newman (Vendor Guide)

Communications (periodicals/ website):

Frances Lawrence / Sara Schlobolm

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Discussion Points

- Sponsorships – George reported McCrory Engineering has committed to being our Band Sponsor with Signed, Sealed, Delivered for \$5,500. Frances to get contract.
- Donations – Sara provided everyone with a wish list and ideas with the “How To’s” for asking for donations. **She challenged everyone to bring in one item a month (12 or more each). The earlier we start the better!!! The more the merrier!! Regifting new items is great!!**
- Catering – Teresa is getting bids from caterers. She also asked which type of floor plan was preferred at the Museum and the landscape format was chosen.
- Liquor/Bar: - Mike Brady volunteered to head up this subcommittee.
 - If we can provide the liquor then we will get that revenue from the liquor
 - Caterer covers the liquor liability and provides the bartenders
 - need to find liquor donations from distributors or the TABC with store closings
 - need to send out emails to property managers that have restaurant closings in their properties.
- Check-In/Check-Out - Scarlett rounded up Nicole Rustin and Scott Frech to help with this subcommittee.
- Event Coordinator - Paul Eaton has volunteered to help Dodi with this.
- Corresponding Secretary – This position was added at today’s meeting. Helen Oh has volunteered for to act as Corresponding Secretary for 2009.
- Votes are being tabulated to research ideas/changes and one such issue was the vote to keep the ticket prices the same as last year.
- George researched a new way to process credit cards at the event using Authorized.net. It would allow multiple laptops with card-swipe machines and the fees are nominal. We would be able to process credit cards on the spot and directly deposit into BOMA account. He's discussing with Joe and Michelle.
- Ron Debusk will get a list of all items brought in and selling price from last year from Michelle.
- Greg Goree announced he made 5 CD's of the Benefit 2008 and gave to BOMA and 4 others that can be 1) used on the website and 2) compressed to use in sending out in emails for advertising purposes. Think of it as a “Movie Trailer” type advertisement.

New Website: www.thebomabenefit.com

George Edwards has set up a website for the Benefit: www.thebomabenefit.org. Send an email to George if you have comments, suggestions, additions, etc.

- 1) The website will allow each committee member to have an email address such as name@thebomabenefit.org and any emails can be re-routed to your work email.
- 2) It will have a list of sponsors
- 3) It will have all the forms, i.e. donation forms
- 4) It will link to Dallas BOMA website (this has now been activated)
- 5) It will have fun stuff like a photo gallery of prior events
- 6) It will have a charity section and will link to their home page
- 7) And the coolest idea – an ON-LINE auction to generate interest, earn extra \$\$, and be available to anyone who can not attend the Benefit itself.