



**Southern Arizona Volunteer Management Association**  
**Board of Directors Meeting Minutes**  
**August 16, 2018 @ 2PM @ Habitat for Humanity**

**Attendees:** Jennifer Lohse, Gina Hansen, Theresa Ulloa, Carlos Chavez,  
**Expected Absentees:** Jessica Dennes, Alexei Marquez, Jill LaBrie, Kathy Janssen

1. The meeting was called to order at 3:16PM
2. The Consent agenda was approved through general consent with the following motions:
  - a. To approve the May 17, 2018 Board of Directors minutes as presented.
  - b. To accept the Program and Events Committee minutes from July 10, 2018 and August 3, 2018.
3. **A motion was made and duly seconded to authorize the President to pursue application for Liability Insurance. Motion passed.**
4. January 17, 2019 will be the Southern Arizona Volunteer Recognition Event at 8:30AM Registration 9AM program at the Tucson Convention Center. The target is 400 people and sponsorship is targeted at \$28,000. \$12,000 is confirmed to date in sponsorship.
5. VolunteerTucson will support not only a volunteer fair, but will also host an appreciation event the week of Volunteer Appreciation.
6. Meeting Adjourned at 3:26PM.

Upcoming Meetings:

Date	Time	Topics and Actions
Thursday, Sep. 20, 2018	2PM	
Thursday, Nov. 15, 2018	2PM	
Thursday, December 6, 2018	2PM	Elect Officers

## Program and Events Committee July 10 Meeting Minutes

### Introductions and attendance:

Jessica Dennes, Mary Rodenboh, Kathy Jansen, Tori Carlson, Jennifer Lohse, Paul Miller, Gina Hansen, and Heidi McCachern

1. Explanation of SAVMA and Committee
  - a. SAVMA: Offering professional development that is cutting edge for volunteer managers and administrators
  - b. Committee: Finding Professional development speakers, planning membership events, and considering ways to promote professionalism of the profession
2. **“Volunteer Tucson” Purpose of event**
  - a. Volunteer Fair (September, 2018) - support nonprofits seeking volunteers, have the largest volunteer fair in Tucson, bring attention to the organizations. **“Volunteer Tucson”**
    - i. **Preliminary Event Details:** Thursday evening at the Zoo (throughout the zoo like Brew at the Zoo), 5-8 p.m., event will mostly be free (charges for SAVMA or orgs to be determined), zoo is willing to keep their cafe open during this evening event so all patrons can get in for free
    - ii. Flashpoll on FB - “Would a Saturday fair be better?”
    - iii. General liability needed for both events
3. **Volunteer Fair Needs**
  - **Gina:** Need to get some things set up beforehand. Our hope is that we can find key people to work in these areas below to meet with Gina and put these items together.
  - Not too much work is needed besides Marketing for this event. Last year, there was a sponsorship to help with promotion. Sponsorship may be needed but should be aligned/coupled with the January event.
  - Zoo was hoping to have TEP involved as a sponsor for the fair. **Jennifer** will pull together information for the TEP ask (for both events).
  - **People to help:** Mary (Logistics), Heidi (Marketing- will be given admin rights to FB group), Tori (support), Kathy (logistics and day of), Paul (Set up support and tabling), Jennifer and Jessica available for support

Other items mentioned:

- Different locations and times are considered.
- We are waiting for information on how much money is needed to put this event together.
- Group email will be set up
- Heidi will set up a draft flyer 1) general public and 2) recruit organizations
- Gina will send group email update on what the Zoo says regarding details
- Family friendly is perfect for this event
- Need to solicit volunteer organizations that do accept young volunteers
- NOTE: July 19th Happy Hour 4-7pm at Reforma
- **“Volunteer Tucson”:** will meet via email unless otherwise needed
- **Jessica** to write up press release for event for public

- Gina or Jessica to send info to Diane for Hot Opps (green valley) once information is solidified
- Marketing plan needs to put together - Gina, Heidi and Jessica will work on that.

#### 4. Volunteer Recognition Event

- The following people were placed in the charge of these tasks:
  - Event Chair - Gina
  - Logistics and Registration - Mary
  - Decoration - Heidi
  - Program - Jessica
  - **Marketing - Pending** (will use SAVMA platforms and resources)
  - Sponsorships - Jennifer
  - Awards - Tori
- This document explains some of the tasks that need to be completed for each section: [https://docs.google.com/document/d/1mfhnT97WGfAlv-Z3i8RibpnFtKfFqVaqk-sQb2pRvNA/edit?usp=drive\\_web&oid=101413468939488467133](https://docs.google.com/document/d/1mfhnT97WGfAlv-Z3i8RibpnFtKfFqVaqk-sQb2pRvNA/edit?usp=drive_web&oid=101413468939488467133)
- The rest of the committee will support all areas as needed. All members of the committee will be invited to brainstorm for the event at formal monthly meetings.
- **Things that need to happen now:** venue needs to be secured, sponsorships packages need to be considered to align with Fall and January event, and marketing should begin by September,

## Next Programs and Committee Meetings (All in committee, regardless of involvement with events) - Friday, August 3rd, 2:00 p.m. at Tucson Foundations

### Action Items

#### Committee Tasks

1. Group email will be set up. - Gina already sent an email to all in the group.
2. Shared Drive folder was set up by Jessica, to be merged with Drop Box later.

#### Volunteer Tucson: To be completed by August 3rd

3. **Gina** to send documents of previous year's event to group
4. **Gina and Kathy** will contact the zoo to get more details about the event including cost and logistics- they will then email the group with updated information. (ASAP)
5. **Jennifer** will prepare a sponsorship package for TEP pending information received from zoo
6. **Jennifer** will give Heidi admin rights to the FB group to promote this event.
7. **Heidi** will create two different draft flyers - one to promote the event to the general public and another to recruit organizations
8. **Jessica** to write up press release for event for public
9. **Gina or Jessica** to send info to Diane for Hot Opps (green valley) once information is solidified
10. **Gina, Heidi and Jessica** will put together a draft marketing plan for **Jennifer** to look through - to be done via shared drive and email

11. **Kathy** will be the liaison between the zoo and SAVMA while Gina is away - she will determine if the team putting this together needs to meet before August 3rd and will contact Mary, Heidi, Tori, Paul, Jessica and Jennifer

**Volunteer Recognition Event: To be completed by August 3rd**

1. **Jessica** to meet with **Jennifer** and **Gina** to solidify event timeline (using items in drop box) to be discussed at AUGUST 3rd meeting
2. **Jennifer** to pull together potential sponsorship packages and estimate pricing and costs of event
3. **Gina** and **Mary** will meet to discuss venue options and set details of event (date and time)
4. **Jessica** will communicate with **Tori** regarding the criteria for different awards

## **SAVMA Program and Events Committee**

**AUGUST 3 -**

### **Meeting Agenda and Notes**

**2:00 p.m. - 3:30 p.m.**

Attendance: Jessica, Tori, Ina, Heidi, Diane, Gina, Haley, Jennifer, Mary

1. Quick update on programs and event calendar for SAVMA
  - Speakers;
    - i. Link to submit proposals:  
<http://www.savma.org/about-us/request-for-proposals/> - send to friends
    - ii. Tori will be a speaker in February to talk about the CVA
    - iii. Rachel Cheeseman - August - Volunteermatch
    - iv. Tim Metcoff - September - Me Too Movement
    - v. October Open - (Time Management Speaker preferred) Susan Pickering is recommended
    - vi. November Open - AZ Summit on Volunteerism and Civic Engagement Follow up
    - vii. December Annual Meeting and Lunch
  - Process for welcoming speakers - Jessica will type up a process so that people in the committee are able to accommodate speakers each month
  
2. Volunteer Tucson - Updates and Brainstorm (less than 2 months away)
  - Sponsorships
  - Location & Details
    - i. Zoo charging \$1400 - 2000; admission would be free
    - ii. TEP will not sponsor - Jennifer will make further contact with them to try to get them to be sponsors for the larger event
    - iii. New location?
  - Recruitment and review of flyers - We reviewed Heidi's flyers and everyone agreed that they are great!
  - Other

The Committee discussed:

- Other locations: Park Place Mall; Mercado San Agustin; Eastside and Southside preferred
- If we are charged \$2000, 100 organizations would need to pay \$20 to table
- Issue: we do not have insurance to pay to have this event at the zoo, it would cost \$1000; September is too close to raise this amount of money
- Proposed to have Volunteer Tucson in April/May after we have made money from the larger VRE event.
- Proposed - Volunteer Tucson during Volunteer Appreciation Week (April 7 - 13)

- Other locations: St. Phillips Plaza is free; MSA Annex -
- **Potentially doing Volunteer Tucson in September at Trail Dust Town; April event at the Zoo (if money allows)**
- **Date and location need to be locked down by next week in order to begin recruiting organizations to attend**
- **Organizations for Trail Dust Town will be admitted for free**
- **Insurance for TDT is not necessary unless their contract specifically asks for it**
- Gina called TDT: Full information available on Tuesday, August 7th - they haven't done an event like this in a while and some rules have changed so he's going to double check some things
- If TDT says they will charge \$500, we are okay. If they charge more, including insurance info, then we will have to discuss this again.
- From July 10th Meeting: **People to help:** Mary (Logistics), Heidi (Marketing- will be given admin rights to FB group), Tori (support), Kathy (logistics and day of), Paul (Set up support and tabling), Jennifer and Jessica available for support
- Next Step: Gina will email all of the group but especially logistics and marketing people (Mary, Heidi and Kathy)
- Tori will be at an event on the 20th and would like a flyer
- Diane - Hot Opps deadline - last Friday of the month - end of August - newsletter for GVS Volunteer Clearinghouse goes out at the end of September

### 3. **Southern Arizona Volunteer Recognition Event** (6 months away)

- Sponsorships
- Location
  - i. Mary shared document showing comparisons between different venues
  - ii. Doubletree and TCC sounded like good options;
  - iii. Rules need to be in place to protect the sponsorships
  - iv. **Next Steps for location:**
    1. TCC on the 17th looks good, pricing-wise
    2. Budget number - \$30/person
    3. Separate AV company will need to be included
    4. Is 800 people realistic? Max. 400 people
    5. Narrowed down to 4 locations
    6. January 17th and 24th - whichever date works; \$1000 deposit available
- Review Timeline (found in Drop Box) and create plan as a group - TABLED
- Keynote Speaker - Vicki Clark is available - Jennifer will reach out

#### **Next Steps:**

1. All committee members asked to think of places/people that could donate to the event; use the list that Jennifer
2. Locations will be researched further - Kathy and Mary will continue negotiating and finalizing a budget

3. Tori will look through awards document and write down any questions about the process - we will discuss this process during next meeting - November 1 is the deadline for nominations; \$500 budget for the larger awards; Tori will look at AFP process for awards to determine Community Service Awards; Nominations for a committee by August 24th - position description needed; September 1st Awards nomination form - Goal to be sent out
4. Sponsorship form can be sent out - but Awards form is not

**Meeting adjourned at 4:03 p.m.**

**Next Meeting: August 24th, 2:00 p.m.**