

Battle of the Books Board Meeting September 13, 2019
Submitted by Rebecca Fitzgerald

Members Present: Jonathan Heifetz, Sarah Prosser, Amy Kaplan, Rebecca Fitzgerald, Suzy Zavarella, Amelia Buccarelli, Liz Anastasi, Pat Brigham

Buzzers

WLS is ordering 5 buzzer sets - would bring us to 15
We have 17 classrooms
We need set for final two - 18 buzzers or more should be fine
We need 3 buzzers from libraries

Brief Budget

Pat will join us
Budget is \$3,000
Pizza - \$10 a pie - last year, we ordered 105. For 338 kids, it would be 115 pies. (estimated 40 coaches) - Pat will add 20% tip - doesn't need exact information until week before
Donation to Hommocks - \$500 - same as last year
\$400 on small trophies - can be as many as 60 kids - same vendor
Ask kids to bring own reusable water bottle - we can get as many bottled waters as necessary - do not need to buy additional water
25 trophy plates (\$18 each) (can we get donated? - Suzy will ask)
We have 10 extension cords and we need one for every buzzer set - buy 10 more
Give Pat a list to buy from Amazon - the sooner the better

Donations

We have Starbucks - Pat will give letter to give to them - coffee for 200 adults
Jonathan will pick up coffee at 7:30am
Suzy got water and pretzels
WLA swag still undecided, leaning towards water bottles unofficially

Sandwich boards to put out in front of school (Amelia will ask EAS)
Have to clearly mark entrance
Will have at least two parking attendants

Volunteers

We at least 60 volunteers.

There are two more teams than last year - 17 (4-6), 18 (6-10)
More kids and more volunteers and more coaches

Submit how many kids by October 12

Format of the Day

Children's welcome at 9:30, teens welcome at 10

Children's match starts at 10, 10:30, 10:55, 11:20, 11:45

Children's end 2:15, teen's end 2:40

Capacity 597 - fire code, not seats (includes people on stage)

Can we buy name stickers instead of name tags?

Liz has name tag holders - 300 of them!

Buy inserts for the name tags - just put Coach

We have around 100 shirts for volunteers - everything is clean for this year

WLS does not reimburse for tax

Scan and email receipts to Pat

Need social security number, W-9 form

Suzy will be in charge of name tags

Amelia will do signs for classrooms and directional

Run the brackets October 4

Jonathan will call Milton Cobb - confirm that he will be at the meeting on the 3rd - does he know the rules

Suzy can't make meeting on October 4 - Kathlyn will be there

We don't have a gym this time

Cafeteria will be where volunteers will be

Where can the teens be during the children's welcome?

How many seats are in the auditorium?

Volunteers arrive at 8:15am - have breakfast and trained by 9:45 then spread out into classrooms and clean out cafeteria by 9:15 need volunteers to help clean up and show teens where the cafeteria is

How far is cafeteria from entrance?

Do we have a map of the school? - ask Kim

Cafeteria can hold 600

Welcome speeches in Cafeteria and Auditorium at the same time

Teams arrive 9:30

Additional email drafted to send to coaches to get volunteers
Volunteer form was taken off Volunteer NY
Each team expected to have 3 volunteers - at least one non--parent
Need 68 people in the classrooms plus runners
Still need 20+ volunteers

Every library should have flyers printed, should email school
Every library should ask parents
Jonathan will email again
Should put it in library newsletters

Scythe - always name Scythe before name

Jonathan will asked Dunkin for donuts - we would need 6 dozen
Get fruit? Coffee creamers?
Sarah will pick up Starbucks - have to bring back containers at the end
Sarah can take letter to Starbucks and handle arranging the coffee donation

Is the rule 16/30? Yes!