

HSRDC Third Quarterly Meeting Minutes: Attachment E
 HSRDC 2014 TSFSRD CONCLAVE COMMITTEES
 Preston & Carolyn Smith, Conclave Committee Chairman

Committee	Responsibilities	Responsible Parties	Budget
Set Up/Clean Up	<p>Will need about 8-10 dancers to set up the room at Cross Point Church on Friday evening. Chairs and tables for water/coffee, raffles & check in. Will take about 1 hour.</p> <p>Friday night after dance helps set up after party area at host hotel.</p> <p>Saturday will need 8-10 to set up chairs/tables for Conclave business meeting and take down afterward. Area needs to be set up by 8:00 am.</p> <p>Saturday afternoon will need 8-10 dancers to set room for Saturday night dance. Will take about 1 hour. Needs to be ready by 6:30 pm. Will need to take down afterward.</p>	Fair Bees	\$0
Decorations	Need about 6 dancers to decorate halls Friday and Saturday night. Simple patriotic decorations on stage, coffee table, check in table. Possibly area on Saturday for photos. Carolyn Smith and Linda Edwards has some.	Linda Edwards & Alvin Country Squares	\$50
Hospitality Room	<p>Hospitality is open Friday afternoon from about 2:30 pm – 5:00 pm. Refreshments and information about the area are available. Hospitality is staffed by local dancers who welcome the "out of towners" and answer questions and make sure refreshments are available. Pass out "goodie bags". There should be about 4-6 people in the room while it is open. Hospitality is located at the host hotel.</p> <p>Refreshments needed: coffee, water, iced tea or soda, sweet snacks, salty snacks, fruit, etc. to serve about 75. Will try to get a better idea of number of people.</p>	Brazos Bottoms Belles & Beaus	\$200
Hospitality @ Dance & Business Meeting	<p>Oversee water, coffee at Friday and Saturday dance. (\$30)</p> <p>Pick up do-nuts and bring to Saturday morning general business meeting. (+/- \$50 reimbursed by TSFSRD)</p>	HSRDC Hospitality Chairman & El Campo Cotton Squares	\$80
Goodie Bags	Goodie bags are a welcome gift to the dancers. They contain promotional items and coupons for/about the local area. May also contain hard candies, etc. Items are solicited from the Chamber of Commerce and local merchants. About 200 bags are needed. They do not all have to have the same contents. They are handed out in the hospitality room and at the Saturday business meeting.	Katy Prairie Promenaders	\$50
Greeters	Welcome dancers to Conclave on Friday and Saturday nights. Asks dancers to sign in. Makes sure TSFSRD elected officers do not pay. Assist in registration and passes out door prize tickets. In charge of the coffee kitty.	Friday – Hey Lollies Saturday – Bluebonnet Squares	\$0

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Raffles – Tin Can & "Grand Prize"	<p><u>Tin Can Raffle:</u> Friday night need at least 15 items. Saturday night need at least 25 items. In charge of set up, ticket sales, collecting monies, drawing and posting winners. Gift baskets were suggested as one acceptable raffle item. They will ask other clubs to assist in obtaining items for this raffle.</p> <p><u>Grand Prize:</u> Gift card tree valued at +/- \$300. Tickets \$1 ea or 6 for \$5. Bill Bellomy will obtain cards.</p>	<p>Friday: Hangar Squares & Carrousel Club</p> <p>Saturday: Lake Jackson and Ganado</p>	
Door Prize	Provide door prizes each night. Each club should bring five items that are valued at \$10-\$15. Try to get items donated from businesses.	<p>Friday: Tomball Promenaders & Wildcatter Squares</p> <p>Saturday: Frontier Squares & The Woodlands Stars</p>	\$300
Camping Coordinator	Acts as hosts for visitors who are camping.	Houston Area Camping Squares	\$0
Something Special	Something which will make Conclave hosted by HSRDC unique/special. A dinner has been suggested. This would need to be at a local restaurant, park or other low cost/free facility Saturday late afternoon/early evening.	Clydette Osteen & Strawberry Squares	\$30