

2008 Sitka Health Summit Planning Meeting
Feb 5, 2008; 11 am - noon
SEARHC 4th floor board room

In attendance: Grace Brooks, Elisabeth Crane, Moe Chaudry, Jack Ozment, Charles Bingham, Kendra Pountney, Doug Osborne, Gretchen Clarke, Michael Jenkins

Sponsorship Committee:

50 or so potential sponsors – taken from last year’s list;
Elisabeth read through the list of potential sponsors and asked committee members to hand-deliver them if they have a personal contact. She will send out the full list via email after the meeting. Any suggestions for other contacts can be sent to Elisabeth.

Budget estimate is \$11,000. Committed so far: \$500 (Scott), \$1000 from Parks & Rec; \$1000 Steps; Jack working on \$1000 from city discretionary fund; \$500 semi-committed from SCS. Premera still checking but sounds like they’ll be in for some contribution.

Letter will be emailed and posted to AOC website, therefore available for anyone to send requests to others.

Gretchen will contact Chris Tadlock to see if he knows of any other resources (e.g. USCG).

Speaker

Mark Fenton – author, master Nordic walker, community active/community design, TV host on PBS re: healthy communities; very big in healthy community activism.
Price has gone up: \$3,500 now, not including airfare (approx. \$650 RT from Boston).
Gretchen is trying to reach him to solidify the commitment. He wants to come, but concerned about amount of time he’d be away, amount of \$ he’s potentially giving up for the 4 days.

Old Harbor has been advised about Fenton’s books – will be ordering them.

Last year’s speaker cost \$4,000.

Need commitment from him by the end of this week, otherwise need to find someone else. Need to start building momentum around the speaker. Committee feels ok about budgeting \$3,500-\$4,000 for him.

Gretchen will continue to follow through and notify the committee about his answer. Maybe call Nancy Williams if we need to search for someone else.

Save the Date cards:

Heather has been working on it; will update via email.

Cards go to:

Providers, chamber, policy-makers, anyone who is likely to have crazy schedules

Invitations will be mailed in March – including speaker information

Kendra has mailing info from last year.

Small PR release, with award nomination form

Award nomination release sometime in Feb – Corp Comm needs info
Just an update from last year's

Also need 2008 logo from Corporate Communications

They can get next press release worked up when speaker has committed

Website

More content and pictures needed
Charles/Grace can pull photos from last year (5 pics or so)
Speaker photo and info will be included when committed

Report back to “the big group”

From Nov 16 meeting, room full of people – update them about what's cooking

Micki S & Connie S – both involved last year, contacted this year and said they have conflicts with these meeting times.

Group agrees it's good idea to get the big group back together and show them the plan; seek sponsors and support.

Feb 19 10:30 at SCH, committee only
At Centennial Hall, March 11 – 10:30 am – **BIG GROUP**

Event Logistics

Need to contact Curt about using Hames for dinner on May 14 – Grace will call him, ask if it's available, all the tables/chairs/power/etc. we need for 250 people

Dinner idea: maybe do a soup/bread/salad kind of dinner, Galley & Backdoor – other caterers – works without a kitchen

Limited power supply?

Chafing dishes – borrow from CH and Westmark? Looks more uniform.

Halibut dinner from last year \$8/person. Good reviews about dinner. One option is to offer this, asking \$5-8 for tickets. If we offer soup/salad/bread – less likely to ask people to pay.

Maybe have website RSVP with menu selections – last year RSVP was required

Should there be an option for coming to celebration but not having dinner?

of people to serve = 250

Can also check with Buzz and Pat Hefley about their experience serving 250+ at Hames.

New committee imminent – logistics on dinner and other details

Next Steps:

From the timeline:

Feb – save the date sent, small PR release seeking nominations- sent

March – check with Ellen on movie; send PR on awards; mailing invitations mid-March (itinerary solid); other activities around the summit (i.e. fun runs)

Quick Steps:

Sending letters and following up on them (point out how this benefits them – non-traditional advertising, tax write-off, spend ad budget in a way that helps make Sitka healthier)

Speaker confirmation

Hames commitment

Talk with Buzz about possibilities for dinner – Doug

Save the Date cards

Kendra has addresses from initial conveners group

Start buzz for March 11 conveners meeting; need budget printed, list of sponsors, speaker info

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