

The Exchange Club of Kiawah-Seabrook
Foundation Board Meeting 01-23-2023 @Lakehouse

Box PMB-J 130 Gardener's Circle Johns Island, SC 29455

Bob Leggett called the meeting to order at 4:11pm and made a motion to approve the Minutes from 12/05/22. Motion was approved by the attendees.

Attendee	Title
Jack Wilson	President
Bob Leggett	Past President/Foundation Chair/Membership Committee Chair
Rich Boss	Treasurer
Ray Hoover	President-elect
Lisa McDonald	Secretary
George Reinhart, Marty Penkhus	Angel Oak Banquet Committee Members

Treasurer Report

Nothing to report

Secretary Report

Nothing to report

Fundraising Committee Report

Ray Hoover reported that Thad summarized for him what had been presented to the Board on 1/18/23 regarding the presentation of 5 ideas for revenue generation, of which Christmas Tree sales rose to the top. Ray agrees with taking pre-orders for trees and greens. He believes this year will lay the groundwork for a program that we can scale up for success. Dave Woodman is putting together a business plan for tree sales that will be presented at the next Board Meeting.

Other Discussion about fundraising

- Jack Wilson will talk to management at our local Harris Teeter to see if/how we can participate in “rounding up” to generate donations at the cash register.
- Ray Hoover submitted the idea to solicit donations when dues are paid. Offer a path to submit a check or online donation.
- Bob Leggett will follow up with Bob Mason about acquiring an LSV for raffle.
- Marty Penkhus advised that developing a database of names and email addresses is needed in order to compete with other charities and fundraisers. This should include a way to donate electronically.

Angel Oak Banquet

- Bob Leggett reported that Alan Armstrong sent email soliciting nominations from club members
- Bob Leggett proposed capping attendance at 152 and to raise individual ticket prices to \$100 and table sponsorships to \$1,200. All in attendance agreed and motion was passed.
- We will use the same invitation as last year, but George Reinhart needs the details to update on card: Name of winner, price of \$100 for members, date to register by, etc. He will be traveling Feb 19-March5. Marty Pinkhus and Lisa McDonald suggested also including information about how to submit payment on the invitation this year.
- Bob Leggett asked all in attendance to review the Timeline and let him know if any updates are needed. See list on next page. **
- Jack Wilson is going to research options for a live band
- Next meeting of Banquet Committee is February 20

Other Discussion Miscellaneous

Lisa McDonald will begin to use Nextdoor in addition to Facebook and Instagram to create awareness and generate interest of potential new members.

Next Foundation Meeting

April 3, 2020

Meeting adjourned at 5:27PM

Minutes Submitted by Lisa McDonald 1/27/23

****PLEASE REVIEW!!!!**

Angel Oak Banquet – Wingate Place, May 17, 2023

2022-23 Angel Oak Award Timeline

12/31/22 Nomination Solicitation PR – Island Connection, Seabrooker, Tidelines (Armstrong)
01/15/23 Nomination Solicitation letters to Organizations and individuals mailed (Armstrong)
12/05/22 Initial planning meeting of Angel Oak Award Banquet committee. Leggett (chair) and committee roles filled (Foundation Board + +)
01/13/23 Email to ECKS members seeking Angel Oak nominations (Schildge)
01/23 Angel Oak Banquet Committee meets. Invitation drafted, Budget, Menu, Music, P.R, Sponsorships.
01/23 week: Sponsorship Committee meets (Leggett/Wilson).
02/17 Nominations closed and Angel Oak Selection Committee determines who will vet each nominee
02/20 Angel Oak Banquet Committee meets.
03/01 “Save the date” sent to EC members (Schildge) and published on Tidelines (Reinhart).
03/10 Vetting of Nominees completed (Angel Oak Selection Committee)
03/13 Selection of Angel Oak Recipient (Angel Oak Selection Committee)
March: Nominator and Nominee thank-you letters sent (?)
March: Media plan for announcements, etc begins (Peterson)
March: Individual Trophy ordered from National EC. Honoree added to permanent trophy. (Leggett)
3/16 Invitation wording/appearance finalized. RSVP directions must be clear and ECKS website ready to accept reservations (Reinhart/Schildge?)
3/17 Invitation sent to Lash Bernstein (Reinhart). Invitations printed. Mailed by 4/5/22
3/20 Email or letters soliciting ECKS Board and members for sponsorships sent (Wilson/Leggett/Schildge)
3/17 “Comped” guest list finalized and sent to Reinhart and Steel (?)
03/20 Angel Oak Banquet Committee meets. Guest List, P.R., Sponsorships, Invitation
3/17 Evite sent to EC Members. Include donations/sponsorship request (Schildge)
3/31 Pre-event publicity (Peterson)
3/31 Invitations printed, picked up and mailed (Reinhart) Address labels prepared (Schildge?)
4/7 Banquet Program draft sent to Committee for review (Reinhart)
4/11 Banquet Committee meets: Banquet Arrangements completed (Wilson), including menu, bars, centerpieces, photographer (Ulner/Nelson?), seating, name badges (Schildge?/Stephenson?/Nelson?).
4/19 Banquet Program approved by Foundation Board and sent to Lash Bernstein for printing. (Reinhart)
Mid April Honoree, Wilson, Leggett meet at SiClub for PR photo. Need the “Big Check” (Leggett)
4/21 Invitation RSVP date. Follow-up email and phone calls to all EC members and invited guests who have not responded (Foundation Board). Maintain spreadsheet of attendees and payments (Steel?)
5/3 Banquet Committee meets if needed (Leggett) (con’t next page)

5/10 Check prepared for Honoree's designated charity (Boss)
5/17 Angel Oak Award Banquet – see separate Set-Up Activities Timeline
5/18 Angel Oak Survey Monkey (Nelson)
5/24 Angel Oak Award process review (Angel Oak Banquet Committee)
5/24 Post-Banquet Publicity completed (Peterson/Morris)

THIS DOC FROM 2022 WAS HANDED OUT BUT WILL BE UPDATED FOR 2023

Angel Oak Award Banquet May 18, 2022
Set-up Activities Timeline and Banquet Agenda

Wingate Plantation

Times are approximate. Presentation is likely to begin earlier than 8pm

AM Wilson meets caterer etc

3:00 Committee arrives to place Flags, check room set-up, centerpieces etc.

4:30 Joy Project arrives to set up equipment. They will play from 5:30 to 9:00.

4:30 Programs distributed to tables (Leggett) Flags borrowed from SIC placed.

5:00 Angel Oak Committee sets up Registration Desk and 50/50 Raffle tickets

5:15 Parking helpers in place if needed

5:30 Guests Arrive and Music Begins for cocktail hour

6:30 Welcome Comments and recognition of VIPS and sponsors (Schildge)

Wilson Remarks

6:35 Invocation (Bannister)

6:35 Pledge of Allegiance (Bannister)

6:35 Dinner –Call Tables by number (Schildge)

8:00 Angel Oak Award Presentation (Leggett)

Recognition of Previous Angel Oak Award Honorees

Remarks from John Rhoden, Sea Island Habitat for Humanity

Presentation of Award (Leggett, Moran)

Honoree Comments (Moran)

Presentation of Check (Schildge, Leggett, Rhoden, Moran)

8:30 Closing Remarks (Schildge)

50/50 raffle winner draw (Schildge/Moran)

Table decoration smiley face sticker (?)

Announce 2023 Angel Oak Award Banquet to be held May 2023

8:35 – 9:00 Music with the Joy Project

THIS DOC FROM 2022 WILL BE UPDATED AS WELL

2022 ANGEL OAK BANQUET TASKS AND ASSIGNMENTS				
TASK	LEADER	TEAM		
Committee Members	Schildge/Leggett	ECKS Officers, Mason, M Penkhus, Peterson, Reinhart, Renee V		
Venue	Wilson	Wingate Place		Confirm
Podium	Wilson	Wingate		Sound sy
Caterer/menu	Wilson	Kid Cashew		Check m
Wine	Reinhart	Wilson/Leggett	from SI Club	Ask Geo
Drinks/bartenders	Wilson	Kid Cashew	water/tea at tables? Coffee?	Get prici
Table set up/take down	Wilson	Wingate	extra tables/chairs needed? Wingate tables to seat 6 or 8	
Table settings/ cloths	Wilson	Kid Cashew		
Table Decorations	Wilson	Renee Wilson and helpers		
Garbage disposal/cleanup	Wilson	Kid Cashew		
Music + audio system	Schildge	The Joy Project	play from 5:30 to 9:00	Get quot
Public Relations/Media Plan	Peterson			Bob to w
Sponsorships	Wilson/Schildge/Leggett		make another plea?	Table Sp
Invitations	Reinhart	Lash Bernstein	mailed	Price for
Online registration for attendees	Schildge		call non-responsive EC members	
Registration at Banquet	Schildge	Penkhus's and Steel		
Table Assignments	Schildge		print on badges	
Table Numbers	Wilson	Wingate?		
Program	Reinhart	Lash Bernstein	print sponsors and insert later	
ECKS Masks for attendees	Reinhart	Lash Bernstein	Leggett has the masks	
Trophies	Leggett	Natl EC for indiv (done). Palmetto (in process)		
Photographers	Schildge	UIner and Nelson		
Flags	Wilson/Leggett		Bob ask SIC for flag with stand	
Parking Directions	Leggett		use flags	Use flag
Signs to direct attendees along River	Schildge			In stock
Mosquito spray	Wilson	Wingate	automatic on day of event	
Big Check	Reinhart			
Check prepared for SIHAF	Lynch			\$5,000
Check prepared for JOY Project	Lynch			\$700
Mask Contest?	NO			
50/50 raffle?	Schildge			