

**Minutes**  
**Village Walk for Cancer Research Planning Team Meeting**  
**March 16, 2017, 9:30 am to 11:15 am**  
**Village Church of Christ – Conference Room**

**Attendance:** Donna Aylward, Melanie Pederson, Clara Nicolosi, Claire MacNeill, Christy Etheridge, Tammy Easton, Rob Tillotson and Lynne Border

**Approval of February 22, 2017 Minutes** – Approved DA/CE.

**UAMS**

- 2017 forms are in the final stages of approval at UAMS. Melanie shared the latest drafts from UAMS with the planning team. The goal is to have the forms by March 24<sup>th</sup> for fund raising and the Community Fair. Melanie didn't see the Volunteer form and will follow up with Phyllis and Cory Leigh.
- Monday, September 25<sup>th</sup>, 2017 is the cutoff date for online registration.
- Master Spreadsheet – Rob set up a template for the master spreadsheet based on identified requirements. The sheets will roll-up into a treasurer's report with a click of a button. There will be another meeting before the master spreadsheet will be approved. Donna and Melanie will have update rights as well as Judy, Jackie and Candace from UAMS.

**Treasurer's Report**

- Melanie reported that we have our first \$2,000 sponsor, Lee Von Berg. Lee's check will be sent once the forms and spreadsheet are finalized and approved for use.
- Village Church of Christ forwarded a check for the 2017 operating expenses. Melanie expressed thanks on behalf of the committee and sent a thank you note.

**Fund Raising and Awareness Events**

- **The Doctor Is In The Village** – The date is Thursday, May 18<sup>th</sup> and the event will be held at Diamante from 11 am to 1 pm with a baked potato, soup and salad bar. UAMS will coordinate the event. The WFCR planning team will meet from 9-10:30 am in the Diamante Conference Room. All committee members will turn in their registration forms that day to help kick off the event. UAMS will provide a press release.
- **Survivor Dinner** – Melanie announced that Bob Hebert found a sponsor for the Survivor Dinner, Our Promise. The event will be at the Coronado Center on Thursday, April 24<sup>th</sup>. More information will be shared at the April meeting.
- **Walmart** – Tammy volunteered to work with her son on May 6, June 27 and July 15 at Walmart. Melanie and Lynne are scheduled for August 12. Clara and her husband will take September 16. Melanie will update the Task List.

- **Events at the Woodlands** – Donna shared that there is an event called 'Dig In' and asked if the WFCR committee would be interested in participating as one of the nonprofits this year. Rotary will provide pork burgers and kielbasa with chips/cookie. Kiwanis will provide brats. After discussion, it was agreed that the WFCR team would provide chips and cheese dip. Donna suggested planning on 300 people and that we will have access to electricity. Donna thought the time was either 10-4 or 11-4 on Saturday, May 6<sup>th</sup>. We will need two tents, banner, three tables (provided), signage and all volunteers should bring their own bag chairs. Clara and Christy agreed to chair the committee and will have an update at the April meeting.
- **Community Fair** – Melanie announced that the WFCR has a table at the 11<sup>th</sup> Biennial Community Fair. The fee was \$35 and the table number is 51. The theme this year is "Hot Springs Village is a Paradise". Melanie will update the table top display, get balloons and candy, have forms and have the donation jar on the table. Melanie will follow-up with Phyllis regarding her presence and UAMS giveaways. Tammy offered to make a necklace/bracelet set for the door prize. Melanie will be there at 9:00 am to setup with help from Christy and Clara. Clara, Christy, and Frank will help with booth coverage. Christy will ask Gloria if she is available.
- **T-Shirts** - Melanie shared a spreadsheet of all the t-shirt colors, thanks to Claire MacNeill. Donna will provide color samples at the April meeting. There was also discussion about having volunteer and committee member shirts for the day of the walk. Will need more discussion to finalize.
- **In Honor Of/In Memory Of** – Melanie thanked Claire for helping to update the list of all of the people recognized and honored at each walk. Melanie announced that Bonnie Kierstyn agreed to be honored as the Walk survivor this year. Bonnie as a four time cancer survivor and supporter of the Walk. Donna suggested Wilbur Smither and Claire will follow up with Larry Ebner's wife.
- **Food** – Clara said that REMAX will provide the food again and that they are getting a different hotdog. They will serve hotdogs and brats again.
- **New Business** – Melanie reported that Dick Powal offered to have three corvettes available for the walk. The Cancer tractor will be back. There was discussion about pontoon boat rides and decorating the carts which will be carried over to next month's meeting
- **Contact List** – Melanie asked members to update their contact information. Melanie asked Mary Ann Mueller to be the Volunteer Coordinator and hopes to hear back soon.

- **Publicity** – Melanie noted that the first article ran in the Sentinel Record and will run in the Voice the last Tuesday in March. Lynne suggested that in the future all of the members that aren't present should be noted as well as those that are there.
- **Other Business** – Lynne will send out the email blast in May that will have information about the upcoming events at Walmart and Dig In on May 6<sup>th</sup>. She will also include 'save the date, Saturday September 30<sup>th</sup>'.
- **Next Committee Meeting** – April 20<sup>th</sup>, 2017 at Village Church of Christ, from 10 am to noon in the Conference room.

Minutes prepared by:  
Melanie Pederson