

**March 4, 2023 Board Meeting
Gulf Coast Stamp Club**

Called to order at 1:05 pm by President Rob O'Dell Board Members attending 5 with 4 guests. Quorum for Board Meeting requirement met and meeting is Official. Meeting held at Mercy Housing in Gulfport, MS. (See Attached 1: Sign In Sheet)

1 Open for new Business

Sale of Club Library – deferred to the Business Meeting.

2.. Review “To Do” list for GULFPEX.

To Do list for show completed. See Attachment 2.

Meeting adjourned at 1:45 pm

Robert T. Marousky (official copy signed)

Robert T. Marousky

Secretary, Gulf Coast Stamp Club

Attachment 1 – Sign in Sheet

Attachment 2 – To Do List

Subject: To Do List for GULFPEX 2023

Mark each item either done or name of person responsible.

Name in **Bold** = task done or assigned. Words in *italic* indicate action needed. Name key at end.

Duties before show.

1. Place the outdoor large signs the week? before the show. – **Rob**
2. Coordinate with Sandra to have show information put on Marquee. – **Rob**
3. Make arrangements for TV appearance and/or arrange for reporter to come to the show on Friday. – **Dr. John**
4. Make handouts with map of show layout (*4 tables still available*) and list of exhibits – **Tom to develop list. .Print 100 copies.** Dealers name and address on back of layout map - **Mike**
5. Print above handouts including Club membership applications. – **Felix**
6. Obtain stick on name labels and 2 markers. – **Felix**
7. Prepare money bags with change for Club Table sales (1 bag) and Silent Auction (1 bag) – **Rob and Mike**
8. Purchase kitchen supplies (coffee, soda, water and snacks). – **Cathy and Pat**
9. Develop bidding slips for silent auction and prepare the items for the auction. **Dr. John**
10. Determine time for table set up and picking up frames – let members know the times – notify set-up crew (Steve and Cole) – *time to be determined.* – **Rob, Tom and Cathy.**

Wednesday before the show:

1. Pick up Community Center key and get check to pay deposit (\$400.00) for cleaning. Deposit can be paid when picking up keys. The deposit will be returned if cleaning is acceptable. – **Rob**

Thursday before the show:

1. Pick up frames (**Steve Hanshaw and Cole**), 2 wooden frames for silent auction, and supplies (**Cathy, Tom and Pat**) from storage locker.
2. Set up frames (**Tom, Cole**) and tables (**Rob and Steve**).
3. Label tables with dealers names. (**Rob and Steve**).
4. Prepare coffee so it only needs to be turned on in the morning. Set up coolers on sink and stock with soda and water (no ice until Friday morning). Put extra water and soda in frig. **Cathy, Bob and Pat**
5. Put out donation containers and other supplies **Rob**.
6. Lock Community Center if Sandra is not present. **Rob**.

Friday Before the Show Opens

1. Pick up donuts for morning snacks. **Felix**
2. Open the building at 6:30 am **Rob**
3. Turn on all Lights. **Rob**
4. Plug in coffee so it is ready when dealers arrive. Put ice in coolers with water and soda. **Rob**
5. Bring 3 money bags – 1 for new members and sale of hats/shirts, 1 with change for person watching Club table and 1 with change for the silent auction. **Rob and Mike**
6. For 9 am, clear the first five parking spaces on the southwestern corner for food truck parking. **Cathy**
7. Assist dealers with finding their tables. **Members**
8. Assist setting up Registration table. **Felix**
9. Help put exhibits in frames. **Tom and Exhibitors**
10. Label frames **Tom**
11. Set up and run the Silent Auction **Dr. John**
12. Make sure donation containers are out. **Rob**

Friday Before the Show Opens (cont.)

13. Bring chains and locks for doors **Mike**
14. Tell dealers what time (*8 or 9*) doors will be open on Saturday. **Rob**

Friday after the show.

1. Contact the Sheriff's department letting them know someone might be working in Community center on Thursday and Saturday with collectibles items left overnight Friday. **Rob**
2. Prepare coffee pot so all that is needed in the morning is plug it in. **Cathy and Bob**
3. Put chain with lock on the 3 outside exits. **Rob or Mike**
4. Turn out lights **Rob**
5. Check that no one is hiding in building before locking up. **Rob**
6. Lock all doors including the bathrooms **Rob**
7. Prepare awards, ribbons for frames **Tom**

For Saturday before Show opens

1. Pick up donuts – less than first day **Felix?**
2. Open up around 7 am (*time to announced*) and plug in coffee. **Rob**
3. Turn on all the lights **Rob**
4. Remove chains from outside exits **Rob**
5. Refresh ice in coolers and restock. **Rob**

Saturday During the Show.

1. Hospitality will check with dealers about lunch orders from Brooms. No food cart on Saturday. **Cathy and Pat**
2. Complete the Silent Auction. Complete silent auction at 2:00 pm **Dr. John**
3. Collect payment and distribute items from the auction. **Dr. John**
4. Turn in silent auction funds to (*make payment to consignees*) **Mike. Dr. John**
5. Pack up and remove any items left from the auction. **Dr. John**
- 6 Assist with removing exhibits from frames. What time?? Start at 2 pm. **Tom and exhibitors**
7. Take Frames and supplies to storage unit. **Steve and Cole**
8. At 3 pm start cleaning kitchen. Wash coffee pot and empty coolers (coolers and coffee pot go to storage unit). **Cathy and Pat**
9. About 3 pm pack up left over soda, water and other items.

Saturday after the show

1. Clean up registration table. **Felix**
2. Assist dealers packing up. **Members**
3. Give Steve the keys and pay him \$400 (\$300 for cleaning and \$100 for moving frames) **Rob**
4. Pay helpers (*Cole*) who move the frames \$100. **Rob or Mike**

Name Key:

Rob = President Robert "Rob" O'Dell

Dr. John = Vice President Dr. John Barrett

Felix = Felix Perez

Mike = Treasurer Mike Kayes

Tom = Tom Adams

Pat = Pat Adams

Cathy = Cathy Marousky

Bob = Robert T. "Bob" Marousky

Steve = Steve Hanshaw

Cole = Cole Andrews