**Bismarck GIG Meeting – July 25, 2014**

**Agenda**

**Present: Rachel Leigh, Robin Smith-Mason, Mary Altepeter, Shelly Lura, Lindsie Schoenack**

1. Recap of Event Details – Sara – Trainer’s Warehouse, Kindle Fire HD
2. Original date/Possible Date Change – Wednesday, September 24, 2014, Peacock Alley – 4 – 6 p.m. in the Langer Room
3. Marketing –
   1. What:
      1. Potential interest group for ASTD/ATD in the Bismarck-Mandan area
         1. Mention the transition from ASTD to ATD (formerly known as)
      2. Networking event to gauge interest in a potential interest group in Bismarck-Mandan
      3. Title of the event - Strut your stuff at “Peacock Alley” – subject in the email

(Mary and Robin suggested) ☺

* 1. Who?
  2. Where?
  3. When?
  4. How? (registration details)
  5. What to market?
     1. Facebook
     2. Twitter
     3. Update Wild Apricot
     4. Lindsie create registration for the event
     5. Create a flyer – Shelly do a draft and send to Mary/Robin
     6. Strut your stuff at “Peacock Alley” – subject in the email
     7. Market the door prizes and Kindle Fire HD

1. Lindsie connect with CDHRA – LS find out how they want us to communicate
2. Rachel – YPN
3. National Members of ATD
4. Create an event in Bismarck Tribune – free calendaring (LS)
5. Create an event in the Bis/Man Chamber Community Calendar (LS)
6. Deadline for flyer – by august 1st – draft to Robin/Mary
7. Survey draft– to Robin and Mary by August 1st
   1. Add to the website
   2. Promo in advance? Or at the event?
   3. Set up Laptop to complete the survey -
8. At event
   1. Need fishbowl
   2. Slips of paper/pens for drawing
   3. Laptop for Survey completion
   4. Tickets for the beverage (handed out one ticket as they came in and registered)
      1. Hand out a peacock ticket?
      2. Does Peacock have a ticket or do we need to create one? Rachel is going to check that.
      3. Rachel is going to check at the bar to set the per drink limit of $5.00
      4. Happy Hour?
      5. Do they accept checks?
   5. Door Prizes including Kindle - Lindsie is going to purchase that.

Update – Tentative Budget (LS)

|  |  |
| --- | --- |
| Room Rental | $25.00 |
| Kindle Fire Door Prize Drawing | $175.00 |
| Food and Drinks | $225.00 |
| Mileage for car pool | $100.00 |
|  | $525.00 |