American Cancer Society
Relay For Life at Latrobe

Committee Meeting
Agenda

Tuesday, March 11, 2008 • 6:00 PM • Courtyard by Marriott

- Introductions
  - Relay Volunteer Staff
    - Dean Romagnoli, Tina Blake – Co-chairs
    - Debi Kollar – Assistant Co-chair
  - American Cancer Society Staff Members
    - Dawn Keefer – Community Income Development Specialist
    - Teresa Segelson – Cancer Control Specialist/Patient Services

- Tonight’s baseball themed meeting hosted by the Life Savers. Thanks!

- We’d like to welcome Dr. Michael Sauter, of Westmoreland Neurology, as our 2008 Honorary Chairperson!

- Old Business
  - Sub-Committee Chairs must turn in an updated list of sub-committee members this evening
  - Volunteers desperately needed for the Team Recruitment and Retention sub-committees!

- New Business
  - The April meeting will be replaced with an Open House. All committee members are asked to take some flyers to distribute to local businesses, stores, and campuses. Although all committee members aren’t required to attend, we will need volunteers to help (register guests, decorate, refreshment table), in addition to the Survivor, Mission Delivery, Advocacy, Recruitment and Retention Chairs.
    - Since we’re getting close to the event, if anyone would like to meet in April, please let Tina or Dean know … we can schedule a mini-meeting somewhere.
  - People are needed to sponsor /organize/run the following event-day activities:
    - Banner Contest
    - Tent Decorating Contest
    - Beautiful Baby Contest
    - Pet Parade & Contest
    - Relay Olympics
    - Petting Zoo?
    - Cancer Awareness Quiz (Teresa?)
  - We need suggestions for a Bank Night location. Ideally, we’d like a place that we can have access to for a couple days so the shirts can be delivered, sorted, and bagged, without having to be packed up and moved.
  - Daffodil Days – Volunteers are needed. Volunteer and earn some Relay Bucks!
Sub-Committee Updates – All sub-committees should have meetings outside our monthly general committee meeting, and report their progress at this meeting

- Accounting
- Activities & Entertainment
- Advocacy - The ACS CAN Bus. Purchase a mile and receive a year’s membership in CAN!
- Children Walking for a Cure/Kid’s Tent
- Concession
- Education Tent
- Group Fundraising
- Kickoff
  - Review duties
  - We will have access to the Four Points meeting room on Friday after 7:00 PM. Any supplies/baskets that can be taken there at that time can be, to make things easier on Saturday.
  - Committee members and helpers are asked to be at the Four Points at 9:30 on Saturday morning to set up.

- Logistics
  - Discuss event security issues
- Luminaria
- Mission Delivery - March is Colorectal Cancer Awareness month
- Relay Online - We currently have $3,760.38, 32 teams, 109 participants
- Publicity & Advertising
  - WCNS & SAM FM have been secured as media sponsors and are running PSAs for event
- Sponsorship
- Survivorship
- Team Development (Recruitment & Retention)
- Youth Team Development

Miscellaneous – Open Discussion – What’s on your mind? Thoughts, concerns, ideas that we didn’t cover?

Important reminder! All sub-committees should be meeting regularly among themselves to plan for the event, and report back to us with any updates. Please be sure to keep us informed, and do not hesitate to contact Dean or Tina if you have any questions, concerns, or issues.

Think back over the past year … is there anyone you know that passed away from cancer? If so, please take a moment to jot down their name and turn it in at the monthly meetings, or at the ACS office. We need this information to keep our survivor list up to date.

Volunteers desperately needed for the Team Development sub-committees!
- Outgoing individuals who would like to help us make calls to local schools and businesses are encouraged to help!
- We are also seeking individuals who would be willing to chair the recruitment committee

Volunteers are needed to donate yarn to make scarves for survivors. Anyone who’s able to help should contact Arlene Seliy, Survivor Chair.

Silent Agenda
We need your support in securing for the 2008 Event:

- Guest Speakers – Opening/Survivor, Fight Back Ceremonies – Contact the co-chairs if you know of anyone who might be a good candidate.
- Quiet generators
- Tents/tarps (10x10 or larger)
- TV Trays for Survivor Reception

New 2008 Luminaria Cards are available for sale. Cost is $6.00. Card will be available at the monthly meetings, or by contacting Dean or Tina.

Submit your “Why I Relay” essay for the event program book/web site. Email your story to Debi or Dean.

Submit “Lines of Hope” for Program Booklet for $1.00 donation. Forms are available at the monthly meetings, and online.

Please review the Sponsorship “Do Not Call” list prior to approaching local businesses for donations. Please contact Judy Holden for more information

Next meeting: Tuesday, May 6, 2008, 6:00 PM at the Courtyard by Marriott

If you have any questions, please contact:
American Cancer Society – Westmoreland Office
Dawn Keefer, Income Development Specialist, Dawn.Keefer@cancer.org, 724-834-9081
Teresa Segelson, Cancer Control Specialist, Teresa.Segelson@cancer.org, 412-919-1086

Or our Event Co-chairs:
Dean Romagnoli, RelayForLifeDean@verizon.net, 724-837-5076
Tina Blake, RelayForLifeTina@comcast.net, 724-836-4023
Debi Kollar, Assistant Co-chair, RelayForLifeDebi@verizon.net, 724-832-9260

Sub-Committee Chairs

Accounting
Judy Klosky – 724-694-8530 (judykbox216a@yahoo.com)

Activities & Entertainment
Tina Klosky – 724-858-5947 (tina.klosky@email.stvincent.edu)
Bob Lees – 724-689-3182 (generallees@gmail.com)

Advocacy
Mandy Newcomer – 724-493-1977 (mandy8bear@aol.com)

Children Walking for a Cure/Kid’s Tent
Kristel Moritz – 412-829-8159 (kristelmoritz@hotmail.com)

Concession
Jerry Spallino – 724-925-2348 (jsspallino@prodigy.net)

Education Tent
Ellen Deslam – 724-834-1580 (edeslam@comcast.net)

Group Fundraising
Kasha Loveridge – 724-537-7868 (kloveridge@excelahealth.org)
Traci McLeary – 724-694-0507 (tmcleary@excelahealth.org)

Kickoff
Ellen Deslam – 724-834-1580 (edeslam@comcast.net)

Logistics
Bob Lees – 724-689-3182 (generallees@gmail.com)
Jerry Spallino – 724-925-2348 (jsspallino@prodigy.net)

Luminaria
Bonnie Moffa – 724-238-8088 (bonitamoffa@yahoo.com)
Deb Wnek – 724-853-7825 (dfwnek@wiu.k12.pa.us)

Mission Delivery
Karen Bradley – 724-459-8790 (k_bradley416@hotmail.com)
Becky Miller – 724-537-4009 (rmmliner05@gmail.com)

Online Publicity
Debi Kollar – 724-832-9260 (relayforlifedebi@verizon.net)

Online Technical
Judy Holden – 724-532-0729 (mcmjkh@msn.com)
Dean Romagnoli – 724-837-5076 (relayforlifedean@verizon.net)

Publicity & Advertising
Traci McLeary – 724-694-0507 (tmcleary@excelahealth.org)

Sponsorship
Judy Holden – 724-532-0729 (mcmjkh@msn.com)

Survivorship
Artene Selly – 724-832-3472 (arsel44@msn.com)

Team Recruitment
Tina Blake – 724-836-4023 (relayforlifetina@comcast.net)

Team Retention
Coleen Guest – 724-423-2360 (coleensguest@yahoo.com)