



CHELSEA BOARD OF LIBRARY TRUSTEES

Special Meeting to Strategize Silent Auction Fundraising Event

Thursday, November 5, 2015

6:30 PM

Chelsea Public Library

- 1) Meeting called to order at 6:40
 - a) Present: Russ Martin, Kasey Peterson, Mary Savidge, Susan Morse and Toni Gildone by phone
- 2) Strategizing for the Silent Auction
 - a) Logistics
 - i) We have 2, hopefully 3 tables at the back wall of the gym
 - ii) Russ will be the master cashier using a computer to tally price and keep track of winning bidders
 - (1) He will arrange Google Doc to include top bid and bidder #
 - iii) We will have 2 volunteers from TSA all day
 - iv) We will give a receipt of payment to winners of items
 - v) Susan and Mary will meet Monday at 1PM to fill out Bid Sheets and determine minimum bids and bid increments.
 - b) Signage to make:
 - i) Register at the table
 - ii) Bidding Rules in several places
 - iii) All Proceeds benefit the CPL...
 - iv) Want to leave early, leave your bid sign...
 - v) Thank you for supporting CPL
 - vi) Make card to give out to bidders with their number on it
 - c) List of things to bring for Saturday
 - i) Toni
 - (a) Risers
 - (b) Calculator
 - ii) Mary
 - (a) Napkins and silks
 - (b) Tablecloths
 - (c) Duct tape
 - (d) Tools for tool box
 - iii) Kasey
 - (a) Christmas lights
 - (b) Greenery
 - (c) Pens
 - (d) 3 receipt pads
 - (e) jewelry bust
 - (f) wine glass
 - (g) truck for clean up Sat PM (Dana)
 - iv) Susan
 - (a) Plate
 - (b) Power strip & extension cords
 - (c) Saplings/boughs
 - (d) Silks

- (e) Truck for transporting back and forth library
- d) Contact Phyllis:
 - i) To pick up T shirt and Growler from Brocklebank (they're open on Fridays)
 - ii) Kuerig-confirm price and amount of "cups"
 - iii) Allenville - details?
- e) Set Up is from 5-7PM Saturday PM and 7:30-8:30 Saturday AM. Market opens at 9 AM.
 - i) We will bring 6 tables and 3 chairs from the library Friday night. (Susan and Phillip)
- f) Reminder to get as many posters up as possible ASAP
- g) Susan will put banner up on Sunday

Submitted by Susan Morse 11/6/15