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### **Texas Silver-Haired Legislature Advisory Council Minutes, 2014-2015**

Texas Silver-Haired Legislature

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TSHL Advisory Council Conference Call

October 28, 2014

1:00 pm

Participating: Rep. John Davis, Cindy Adams, Troy Alexander, Carla Crossno, Rachel Deason, Walter Graham, Jim Hine, Chris Kyker, Linda Parrish, Melissa Wilson,

- I. Rep. Davis facilitated introductions of Advisory Council members participating in the conference call.
- II. Rep. Davis provided updates on the script and the promotional timeline.
  - a. Rep. Davis, Rachel, and Melissa will work on script, which will go hand in hand with the run of show Walter put together.
  - b. Melissa is working on a save the date to be sent out via email. The save the date will also be posted on the TSHL website.
  - c. Melissa will also put together a hard copy invitation that will be ready to distribute after the election. The invitation will list the major event underwriters and sponsors. TSHL members will be asked to deliver the hard copy invitations.
- III. Troy provided updates on budget and photography.
  - a. Troy discussed the need to revise the amount that has been approved for expenses due to a larger than anticipated turnout, audio-visual costs, etc.
  - b. Troy also informed the group that he has secured a photographer for the event at a reasonable rate.
- IV. Cindy Adams provided updates on sponsorships.
  - a. As of 10/28 there are \$64,000 in firm sponsorship commitments and an additional tentative \$2,000 commitment from Blue Cross Blue Shield.
  - b. Troy informed the group that individuals can sponsor tables. They are priced at \$2,000 each. A form is being generated that will advertise the table sponsorship opportunities—Pat Porter will share this with the TSHL membership. This is the biggest sponsorship need right now.
- V. The group discussed ideas for soliciting silent and live auction items.
  - a. Need to generate a form for collecting auction items and a letter from Troy requesting that legislators contribute an auction item that is representative of their district. These will be handed out along with the invitations and Mr. and Mrs. Davis will follow up on the request for donations.
  - b. Rep. Davis informed the group that Tom is working on the live auction. If other members have ideas for live auction items, either how to solicit them from companies or personal items that they are willing to contribute, please communicate those with Tom.
- VI. Melissa Wilson provided an update on hotel logistics.
  - a. Will need to firm up audio visual costs, equipment for the band, etc. Will also need to know the equipment required to play the video—Chris Kyker will get this to Melissa.

- b. Melissa reported that a room block is available at a rate of \$179 a night, with an expiration date three weeks prior to the event. Melissa will reserve 5 or 6 rooms for Sunday night and a block of 15 rooms for Monday night. Additionally, the hotel is providing two complimentary rooms for the night of February 16<sup>th</sup>.

VII. Walter provided an update on the run of show.

- a. The time sequence and details are good for now, and they can be adjusted down the road.
- b. Walter also volunteered that he is happy to help with the script if needed.

VIII. Moving forward.

- a. Next meeting will be conducted via conference call during the first week in December. Rachel Deason will send out a "Doodle" survey in order to find the date that works best.
- b.

Adjourned 1:50 pm.

## TSHL Advisory Committee Meeting Minutes

January 8, 2015 at 1:00pm

- I. **Rep. Davis** Announced Participants- John Davis; Jayne Davis; Carla Crossno; Paula Johnson; Tom Suehs; Pat Porter; Melody Chatelle; Carolyn Williamson; Linda Parrish; Chris Kyker; Jim Hine; Susan Merrick; Rachel Comeskey
- II. **Rep. Davis** provided updates regarding passing out invitations and silent auction forms at the Capitol. He has received good feedback from the legislative offices.
  - Walter Graham and Chris Kekyer will follow up with John or Jayne Davis regarding the items they have collected. They will fill out the silent auction form and email it to them.*
  - We still need to find a place to store silent auction items after they are picked up.*
  - We will develop a spreadsheet to keep track of items collected.*
- III. **Tom Suehs** provided an update on the live auction. We have secured the following 6 live auction items: 2 roundtrip, domestic tickets from Unite Airlines; Judges Chair with the state seal of Texas; 2 Constitutional Chairs with the state seal of Texas; ½ day guided fishing trip on Lake Amistad; 2 day dove hunt; weekend stay in Galveston at the Dawn Beach Condos
  - Will work with Gene Jernigan on the order the items will be presented.*
  - The group discussed using paddles for bidding versus having "hawkers" working the audience. Need to firm up the logistics regarding how the live auction will be run, how the money will be collected from winning bidders, etc.*
- IV. **Chris Kyker** provided an update on the video. It is in the final editing stage. All necessary copyrights have been obtained. The video will run for 9 minutes and 16 seconds and needs very little introduction.
  - Chris was not sure what the exact A/V needs are. Need to check in with Steve Wilson on what the needs are so that Melissa can coordinate with the Sheraton.*
  - Will need time the day of the event to do a run through of the video.*
- V. **Jim Hine** discussed the plans for registration, seating, nametags, etc. for the day of the event.
  - Jim will coordinate the registration table the day of. Will work with Melissa on making sure we have a list organized by sponsor and by table. Will work on making sure that we have nametags printed out, at the very east for the legislators attending, possibly for all attendees. TSHL members will wear their TSHL nametags.*
  - Need to verify that someone is monitoring the email address listed on the invitation.*
  - Jim will also invite some of the agency commissioners to attend.*
- VI. **General discussion and action items**
  - Need to verify whether Speaker Craddick or Chairwoman Thompson will be bringing a spouse and/or guest. They will likely be seated at the AT&T table and the Gentiva table.*
  - Need to decide whether or not we will be soliciting donations at the end of the live auction. If so, need to coordinate the logistics of this with the AT&T folks.*
  - Need to verify with the Sheraton what time we can access the hotel to begin setting up.*
  - Melody and Carolyn volunteered to work at the registration table and to arrive early on February 16th to provide for any other last minute "hands on needs."*

-Need to verify the number of TSHL members that we will be reserving tables for. Pat Porter has asked TSHL members to RSVP by 2/1 → she will keep Melissa posted on this number.

-Need to verify whether the TSHL Foundation Board will be presenting any awards during the program.

**\*\*NOTE:** Susan has requested that all sponsor ads to be used in the program be submitted to her by **February 9<sup>th</sup>**. \*\*

- VII. **Adjourn-** 2:30 pm. The next meeting/conference call will take place the week of January 26<sup>th</sup>-30<sup>th</sup>. Rachel will send out a "Doodle" to determine the best time and date.

Regarding item 2 (Advisory Council Roster), I do not have knowledge of an advisory council after 2015. Attached are TSHL Advisory Committee Meeting Minutes for January 8, 2015. I do not have a separate roster; the first paragraph lists who the participants at the January 8, 2015, meeting were. These minutes will also be sent by mail today. It was expected that a new advisory council would begin in 2016, but I do not have any record that that occurred. This expectation was mentioned in the attached email of November 5, 2015. I have communicated with two past TSHLF leaders and neither had any further information about the advisory council beyond what I am sending with this present email. From Bruce Bower, TSHLF

From: Troy Alexander <troy.alexander@texmed.org>

Sent: Thursday, November 5, 2015 5:19 PM

To: 'CKYKER@aol.com' <CKYKER@aol.com>; 'wcgbg@txol.net' <wcgbg@txol.net>; 'alice@heavenlycaretexas.com' <alice@heavenlycaretexas.com>; 'melody@chatelleandassociates.com' <melody@chatelleandassociates.com>; 'paulapoj@yahoo.com' <paulapoj@yahoo.com>; 'baydlett@windstream.net' <baydlett@windstream.net>; 'cew61@msn.com' <cew61@msn.com>; 'L-parrish@tamu.edu' <L-parrish@tamu.edu>; 'ppsjimhine@msn.com' <ppsjimhine@msn.com>; 'BeBeBo@sbcglobal.net' <BeBeBo@sbcglobal.net>

Cc: 'Susan Merrick' <starr@sbcglobal.net>; 'jed129@aol.com' <jed129@aol.com>; TAPM <tapm@earthlink.net>; Thomas Suehs <thomas.suehs@suehs.net>; Bruce Bower <bbower@tlsc.org>; Cindy Adams <CIADAMS@CENTENE.COM>

Subject: TSHL Foundation Advisory council

Dear TSHL Foundation Advisory Council Members

Thank you for your service over the past 18 months to the TSHL Foundation Advisory Council. It was an honor to have you serve. Together we accomplished the most financially successful gala in the history of the Texas Silver Haired Legislature Foundation, raising more than \$90,000.

We will be forming a new Advisory Council to begin in 2016. Please notify incoming Foundation President Walter Graham (wcgbg@txol.net) of your interest and willingness to serve on the Council in 2016-2017. The commitment as you know is not burdensome, with most meeting coming in 2016 and January 2017. Additionally, we need to identify a chair and vice-chair.

Thank you for your consideration and **thank you for your service.**

Troy Alexander  
Texas Silver Haired Legislature Foundation  
President, Board of Directors

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