



Fantasy Flight 24 Board Meeting – November 09, 2017

Next Meeting: November 16, 2017 @ 1200. United Cargo, Second Floor
Call in: 888-330-1716 PIN: 2720265

In Attendance:

Michelle Kostka - President
Duane Mauro, Director – Logistics

Bobbi Dickson, Secretary
Kyra Goodman, Director - Decorations

Claudia Rodrigues – Treasurer
Angela Hauseman, Director - Communications
Kika Victoria – Gift Bags
Margie Equihua, Re-LAX-er
Ruby Cohens

Brian Gaughan, Director - Catering
Aracely Alfaro
Arlene Zobrist - BSM
Debbie Hoy

Called In:

Katherine Alvarado – LAWA Public Relations & Social Media
Dawn Ayers – BSM

Meeting called to order: 11:07

Announcements:

- Last meeting changed to **Tuesday, Nov 28 @ 1200** as Michelle K will be out of town for meetings on Thursday

Discussion:

- Michelle reviewed the Fantasy Flight event for Katherine Alvarado, LAWA Public Relations & Social Media. Katherine expressed interested in showcasing Fantasy Flight as an event associated with Los Angeles World Airports (LAWA). Katherine will contact Artemis to work with United's Corporate Communications.
- Duane will take lead coordinating drivers/vehicles. Will have magnetic signs made to identify designated FF vehicles. Challenge will be to get golf cart to West Hangar.
- Coordinate with Safety Team, West Hgr Fabio/Reza to reserve parking the night before for Chaperones. Stanchion off registration area to include portion parking lot to hold children and guests waiting for bus. Walkway will not support 200+ person
- Duane mentioned possible photo op with new UA President of California – who???
- Darcy/Duane: Helium – need six (6) canisters or half cans to use in various locations. Kyra request need the stands for stability.
- Santa fans – Claudia will provide from MM
- Angela brought sample of Santa photo frames to use as back-up should snow globe magnet frames not be feasible to add photo on-site; skill and time prohibitive.
- We have confirmation on about 50% of our VIPs and are continuing to invite more. It was suggested that, as an expression of appreciation, we invite the family of former FF member and magician, Captain Tony Lee, who passed away last year and the daughter of longtime FF member, JoAnn Briggs, who also passed away. Another suggestion was Janet Lamkin - United President, California.

- Artemis has ordered two Step & Repeat photo backdrops. It is currently being designed with the Fantasy Fantasy flight logos. She will be meeting with Corporate Communications while in Chicago.
- Angela and Michelle went on a “photo recon” of the West Hangar registration options last Friday. Reviewed with group through photos; optional setup areas and drop-off/pick-up locations. Registration area will be along the sidewalk near the turnstiles.
 - Need 12 volunteers, with safety vests, will be needed to help direct traffic in and around the drop-off and parking areas and to assist in guarding children as they exit the vehicles and stand in the registration area.

BOBBI UPDATE:

- Barbra Proto asked what her budget is for her Games Garden. We recommended that she send a purchase order request for review
- Barb Proto offered to repaint the North Pole archway and is working on the Santa and Mrs. Claus chairs. Bobbi is working with her on purchasing or making new cushions. She would also like to decorate both game yards to make them a little more festive.
- Will pack Coca-Cola bear/bottle in bubble wrap bags

ACTION ITEM: Ask Ida if possible for families to car pool from Air Force Base, El Segundo to reduce amount of car traffic

BRIAN CATER UPDATE

- Will not have confirmed FA list; waiting for FA bid completion Nov 21
- 17 Clipped Wings planned
- 10 additional FA volunteers to serve
- 0600 AM breakfast sandwiches and coffee to registration
- 0800-0900 – children breakfast snacks arrive. Will need two (2) tables
- Kirk Klaussen, DNC contact, no longer with company. Now with Crews. Will reach out to new caterer Crews
- Chuck Bonetto will once again generously donate the food / delivery
- AirFayre to provide:
 - Coffee, volunteer lunch
 - Ask for snack boxes for First Class Guests
 - Apple snack packs for kids
 - Donating salad, mash potatoes/gravy
 - Providing serving utensils (buy more as back-up?)
- Mark Spiwak, Coca-Cola: all beverages

Brian continued:

- Clipped Wings to make set-ups
- Need 10 sub-UA for on the ground festivities
- First Class Vending: chips, water – deliver to West Hgr
- Mary Ellis, who has donated desserts for 2-years, may still provide desserts as grab-and-go treats
- Ellen Gaughan will bake cupcakes for volunteers
- TABLE NEEDS: 2 for volunteer food. 6 tables volunteer lunch
- ICE CREAM UPDATE (via Ruby) : Rolling Zone Creamery is happy to donate ice cream; will bring three (3) machines which requires five (5) staff to create the frozen edible magic and provide small cups of ice cream.

Action Items:

- Discussed time management challenge to feed approximately 350 people
- Space challenge; creates another mass line of people
- Need two-hour prep time to freezing temperature – is this feasible we ask?
- Will need more detail: size of machines, power needs, etc.

Meeting adjourned: 14:30