

**Pinawa Public Library Board**  
**Quiz Night Planning Minutes**  
**August 16, 2018**

Present: Mike Luke, Lois Bernardin, Donna Wuschke, Ann Quinn, Marg Stokes

Absent: Lyn Ewing, Myrna Tiede, Gisele Smith

Meeting called to order at 9:35 a.m.

Quiz Night planning discussion:

Quiz Night is Friday, Sept. 28, 2018; registration begins Tuesday, Sept. 4

Quizmasters have been booked for 2019 Quiz Night (Fri. Oct. 4) and Community Centre is booked.

We aim to fill 23 tables; last year we had 18 tables, but still made \$2864.69. Discussion on minimum number of tables needed to run the event. Since the final number of teams is not known until a week before Quiz Night, we agreed to go ahead with the event, even with fewer tables, as it's too late to cancel at that point.

- Fee - \$100/table
- Money Manager – Ann Quinn
- Float – Lois/Marg will arrange a cash float and inform Sunova at least a week ahead of time so it's ready to be picked up on the day of Quiz Night.
- Prizes - \$80, 8 books and 8 chocolate medallions – Lois/Marg

**Liquor**

- Mike Berry will run the bar
- Mike Luke will get the permit & order the liquor, similar to last year's order
- Garry Stokes will sell liquor tickets
- Bottle of wine \$20, glass of wine \$5, beer \$5, soft drinks & bottled water \$1

**Advertising**

- Need to advertise what Quiz Night is all about to inform newcomers to Pinawa
- Biblio File, Facebook, website – Lois will edit previous years' write-ups to create a blurb and also prepare a web slide – possibly have a "countdown to Quiz Night"
- Posters – Lois will edit to add interest, and put up posters in Pinawa and Lac du Bonnet
- Advertising through LGD – Lois will send info to Pat Sullivan to include in monthly events and ask LGD for help with advertising
- Mike will contact The Clipper to see if we could get free advertising for non-profit

- Lois will contact Arlene Davidson to see if she would interview Library staff/board for an article in The Clipper

### **Volunteers**

- Carol Findlay and Gisele will run the 50/50
- Markers – Brenda Morash & Bette Duclos; Marg or Lois can be an additional marker, if needed
- Set-up helpers – ask Carol Findlay, Ken McCallum, Don Daymond, Connie/Robert Hill, board members

### **Room Setup**

- Lois – ask Merv how early we can get into the gym to begin setup on Sept. 28
- Lois – ask Adam re. carpet laying – does he need/want some helpers?
- Marg – ask Ken McCallum to lower the white backdrop on stage for projection.
- Table Numbers – check to see if more are needed (Marg/Lois)

### **Supplies**

- Plastic – need to order a roll probably – Lois/Marg
- Cups, serviettes, coffee supplies, 50/50 tickets etc. – check on what's needed and purchase – Lois/Marg

### **Refreshments**

- Coffee/tea will be set up by Lois/Marg
- Possibly use Donna's smaller urn for coffee – Donna will check the size
- Snack for bartenders – we forgot to talk about this!

Meeting adjourned at 11 a.m.

Next meeting 9:30 a.m., Thurs. Sept. 20 in the Pinawa Secondary School Board Room