



Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter

Committee Meeting Agenda/Minutes

Committee Name/Chair: Thelma Poston Scholarship Golf Classic

Meeting Date: Sunday, September 1, 2019

Time: 5:30 p.m. – 6:30 p.m.

Location: Conference Call

Invitees: Joyce Barlow and Karen Lawrence-Webster

Agenda

- I. Recap of 2019 Thelma Poston Scholarship Golf Classic
 - a. What Worked Well
 - i. Timely start
 1. Hold the Date – January 2019
 2. Sponsorships – January 2019
 - a. Personal contact
 3. Requesting funds from sorors for prizes
 4. Securing golfers – Travelers
 5. Venue
 6. Great Weather
 7. Closest to the Hole and Longest Drive – golfers had to pay to participate and therefore the cost did not come out of the funds collected by the chapter
 - ii. Soror assignments for the day of the tournament (Exhibit A)
 - b. What Did Not Work Well
 - i. Travelers did not show up in the numbers that they committed to
 1. We had to commit to a guaranteed number of golfers in order for the course to hold enough tee times. We guaranteed 50 tee times and food for 50. Only 16 individuals golfed and approximately 18 ate. The Pro Shop charged us for 16 golfers and therefore, the remaining funds will be refunded (\$869.50). Because the catering operation had to purchase food for 50, we had to pay for 50.
 - ii. Sponsorships – last week commitments and desiring signage
 - iii. Venue requiring a firm number of golfers 7 days prior to the event
 - iv. Sorors not remitting their contribution for gifts and/or waiting until the week of the tournament to do so
- II. Recommendations
 - a. Venue
 - i. Flexible with guaranteeing the number of golfers
 1. Sawmill Golf Course
 2. Swan Valley
 - b. Date of Tournament
 - i. Survey companies who may sponsor



Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter

Committee Meeting Agenda/Minutes

1. UAW Regional 1D (sponsorship and players) – Gerald Kariem
2. Nexteer Automotive – Myeisha Smith
3. Delta College – Dionne McCollum
4. Garber Buick –
5. HAP – X Carter
6. Saginaw Public School – Ramont Roberts
7. Saginaw Intermediate School District – Ericka Taylor
8. Ascension St. Mary's –
9. AT&T – Karen Winchester

III. Timeline

- a. Identify Chair – November 1, 2019
- b. Classic Date and time – December 1, 2019
- c. Venue – December 1, 2019
- d. Brochures (mailed) – January 1, 2020
- e. Sponsorship Due Date – June 6, 2020 - \$150
- f. Gift Donations Due Date – June 6, 2020 - \$15 (\$2 per meeting)

IV. 2020 Committee

- a. Chair, Chapter Members (early assignments) and Community Members
 - i. Chair
 1. Marketing (mailing, flyers, etc.)
 - ii. Committee Members
 1. Sponsorship
 2. Golfers
 3. Gifts
 - iii. Purpose of Community Members
 1. Increase the number of golfers
 - a. Team Leaders (responsible for soliciting 3 additional golfers)
 - i. Marshall Thomas
 - ii. Marvin Jenkins
 - iii. Hugh Taylor
 - iv. Carl Ruth
 - v. Ralph Carter
 - vi. Michael Webster
 - vii. Odie Pruitt
 - viii. Felicia Peters
 - ix. Georgia Barkley
- b. Inventory
 - i. Shirts



Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter

Committee Meeting Agenda/Minutes

- ii. Umbrella
 - iii. Golf Balls
 - iv. Bags from Carl's Golf Store
- V. Follow-up
- a. Thank You notes to golfers – leftover \$10 coupons
 - b. Thank You notes to sponsors - along with a copy of their sign
- VI. Survey Monkey
- a. Golfers – Survey Monkey was used during the dinner
 - b. Sorors –
- VII. Financial Analysis
- a. \$80 Register Fee X 16 Golfers = \$1,280
 - Green Fee - 480
 - Food - 800
 - Break even \$ 0
 - b. Other Expense
 - i. Hole Sponsor Signs
 - ii. First and Second Flight winners - \$140
 - iii. Skins - \$0
 - iv. Longest Drive - \$0
 - v. Closest to the Hole - \$0
 - vi. Gifts and Putting Contest
 - vii. Continental Breakfast and Water



Delta Sigma Theta Sorority, Inc.

Saginaw Alumnae Chapter

Committee Meeting Agenda/Minutes

Exhibit A

Item/Activity	Soror
Coffee	Hemphill
Gifts (gift ticket distribution)	Smith
Water and Ice	Lawrence-Webster
Water driver	Harge
Continental Breakfast	McKenzie-Simmons
Registration – Fees	Deborah Williams
Registration – Skins/Closest/Longest	Bowman
Registration – Raffle Tickets	Tiffany Riggins
Gifts (gift ticket distribution)	Smith
Photos	Ferguson
Putting Contest	Ellison and Rhoden
Survey	Lawrence-Webster