

**AABMS 2017: DECISIONS MADE, TASKS ASSIGNED / COMPLETED BY
INDIVIDUALS TO DATE, AS OF MAR 12, 2017**

WILL KEITH

Chairperson.
Society Signing Authority.
Liaison with Bob Hawkins.
Along with Geoff Prince, design and print AABFM 2017 poster.
Media Coordinator.
Road signage, with Don Spence.
Arrange for marching band at AABFM.
Purchase embroidered golf shirts for AABFM Volunteers.
Contact, inform and encourage potential entrants.
AABFM Field Marshall.
Writing thank you letters to sponsors and other partners.

DENNIS COULTHARD

Vice Chair.
Society Signing Authority.
Sponsor contact person for Competition Insurance and Hagerty Insurance.
Arrange for Best of Show ballots and trophy, and Hagerty goodie bags.
Conduct Best of Show balloting at the AABFM.
Liaise with Miles Import.
Liaise with Mini owners about participating.
Confirmation of insurance coverage required by the City of Edmonton.
Contact, inform and encourage potential entrants.

MICHAEL HRYCYSCHYN

Treasurer.
Society Signing Authority.
Liaison contact with City of Edmonton departments re: use of Victoria Park.
Sponsor contact person for Jaguar Land Rover dealership.
Explore with Land Rover Group re: ramps to demonstrate Land Rover capabilities (static display).
Contact Alberta Treasury Branch about possible sponsorship.
Preparation of Site Plans now required by the City of Edmonton.
On-line registrations and on-line memorabilia sales.
Arrange for tent, tables and chairs rental, and supervise tent erection on Friday June 09.
Prepare and submit AABFM promotion blob for the Northwest Cruisers Auto Events Calendar,
Contact, inform and encourage potential entrants.
Issuing invoices to sponsors.

RAYMOND ROBINSON

Society Director.
AABMS Website Manager.
On-line registrations and on-line memorabilia sales.
Contact, inform and encourage potential entrants.

HOWARD JEWELL

Society Director.
Liaison and communication with other clubs.
Promotion of AABFM 2017 in the Open Road and other club newsletters, and the AABMS Website.
On-site food services coordinator.
Trophies and classes coordinator: facilitate discussion on what classes/trophies, and purchase trophies).
Contact, inform and encourage potential entrants.

MIKE CONNELLY

Society Director.
Sponsorship Coordinator.

Sponsor contact person for Echo Cycle.
Contact BMW Mini dealership about possible sponsorship.
Liaise with Mini owners and Mini Club members about participating.
Researching and securing a Meet hotel for June 09 and 10.
Contact Edmonton Scottish Society, St George (English) Society, and Edmonton Tourism about their possible involvement in the Meet.
Purchase of memorabilia, t-shirts, etc for sale at the Meet.
Working in Memorabilia Sales Tent at AABFM.
Contact, inform and encourage potential entrants.

COLIN NORTHCOTT

Society Director.
Land Rover Owners Club representative on AABMS.
Coordinator of Childrens Activities at AABFM.
Liaison with Sports Car Centre.
Coordinate with car mechanic to conduct basic auto mechanics sessions for the mechanically challenged.
Working in Memorabilia Sales Tent at AABFM.
Contact, inform and encourage potential entrants.

GEOFF PRINCE

Society Director.
Preparation of Emergency Management Plan now required by City of Edmonton.
Along with Will Keith, design and print AABFM 2017 poster.
Liaise with St John's First Aid re their first aid attendants and booth at Meet.
Liaise with Edmonton Food Bank re: their booth at the Meet.
Conduct Emergency Plan Orientation with AABFM volunteers on site.
Source and purchase oil drip mats for use by entrants.
Meet Announcer (including developing a script of introductions, announcements, etc.)
Contact, inform and encourage potential entrants.

RON MUIR

Society Director.
Secretary.
Contact, inform and encourage potential entrants.

Don Spence

Ex-officio Director (Past Chair).
Rental and set up of P.A. system.
Securing and setting up road signage, with Will Keith.

ROLLIE BURTON, BOB WOODCOCK, BRIAN TOWNE

Directing movement and parking of entrants' vehicles on-site.

SANDY LAVOIE, DEBBIE JEWELL, MIKE CONNOLLEY, COLIN NORTHCOTT

Working in Memorabilia Sales Tent at AABFM.

WE STILL NEED:

***** two - three people to work at the Registration Table (two hours at start of Meet).**

***** four more people to each work a one hour shift in Memorabilia Tent.**

***** someone to check out and secure a pub (preferably close to the Meet hotel) for Saturday night.**

????? HAVE I FORGOTTEN ANYTHING / ANYBODY ?????