



GREENBRIER VALLEY CONSERVATION DISTRICT

USDA Service Center
179 Northridge Drive
Lewisburg, West Virginia 24901
Phone (304) 645-6173

Serving Greenbrier, Monroe and Pocahontas Counties

Minutes of the GVCD Special Board Meeting August 17, 2016

The Greenbrier Valley Conservation District Board of Supervisors met on Wednesday, August 17, 2016, at the GVCD office, 179 Northridge Drive, Lewisburg, WV, 24901.

Supervisors: Gary Sawyers present; Jerry Clifton, Gary Truex, Avery Atkins, and Carolyn Miller by conference call. Timothy VanReenen was attending an NACD conference in New Jersey.

Others present: Barry Level, Lynn Hutchison

Call to Order

Chairman Gary Sawyers called the meeting to order at 9:12 a.m.

New Business

This meeting was called to address plans and funding for the State Farm Tour, which will occur one day prior to the regular Board Meeting on August 25, 2016.

Gary Sawyers asked Lynn Hutchison to review the options for a tent for the event. Options were presented as follows:

- 1) Rental - \$850.00 for 20 x 40 tent (including delivery, set up/tear down,) tables, chairs, and linens
- 2) Rental - \$475.00 for 20 x 40 tent ONLY (including delivery, set up/tear down)
- 3) Rental - \$225.00 for 20 x 40 tent ONLY (we pick up and set up/tear down ourselves)
- 4) Rental - \$425.00 for 20 x 30 tent ONLY (including delivery, set up/tear down)
- 5) Rental - \$175.00 for 20 x 30 tent ONLY (we pick up and set up/tear down ourselves)
- 6) Purchase - \$139.99 each plus shipping for 10 x 30 tent (we would have to set up/tear down)

Discussion ensued regarding the pros and cons of each option. It was decided that since the event date is only a week away, it may be too late to order/purchase a tent(s) and receive it on time, so a rental would be best at this time. Size was also a concern on the purchase option. A purchase may be considered for future events when there is adequate time to shop and research. It was decided that only a tent would be rented, as the Canterburys have said they can provide tables and chairs. While it would cost less to set up and tear down a rented tent ourselves, there was concern about having the available help to pick it up and set it up prior to the event and tear it down afterwards and take it back. It was suggested that it would cost as much in staff time and mileage as it would to pay for the set-up. It was also noted

that we would be responsible for any damages that occurred if we took that on ourselves. The larger tent was thought to provide the most protection in the event of inclement weather, in addition to accommodating guests and food tables. For those reasons, it was decided that Option #2, listed above was the best choice. **Jerry Clifton moved to rent the 20 x 40 tent only, including delivery, set up and tear down, for \$475.00. Carolyn Miller seconded. Motion passed.**

Gary Sawyers asked Lynn Hutchison to review the options for food. Options were presented as follows (for comparable menus:)

- | | |
|--|--------------------|
| 1) Dickey's Barbeque Pit - catering for 50; we pick up and serve | \$647.50 |
| 2) Pickaway Pickins' - catering for 50; full service | \$488.75 |
| 3) Jim's Drive Inn/Wal-mart supplies for cookout for 50; we pickup & prepare | \$500.00 (approx.) |

Discussion ensued regarding the pros and cons of each option. Avery Atkins recused himself due to his affiliation with Pickaway Pickins'. It was decided that Option #2, with the lowest cost, as well as, full service, was the best choice. **Jerry Clifton moved to hire Pickaway Pickins' to cater the event for 50 at a cost of \$488.75. Gary Truex seconded. Motion passed.**

Adjournment

With no further business, the meeting adjourned by consensus at 9:34 a.m.

Respectfully submitted,

Gary Sawyers
Chairman



Carolyn Miller
Secretary/Treasurer



GS/CM/lh

Recorded by Lynn Hutchison, District Manager



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Chairman



Carolyn Miller
Secretary/Treasurer



GS/CM/lh

Recorded by Lynn Hutchison, District Manager

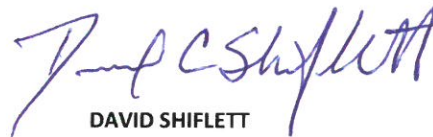
PICKAWAY PICKINS'

304-772-4500

Pickaway Pickins' would love to offer exceptional service for the field day at Canterbury farm. Providing 2 servers along with homemade BBQ, slaw, fresh made macaroni salad, as well as a sandwich platter with tortilla wraps.

Along with that we also provide cherry and apple cobblers, iced tea and bottled water including all flatware and plates. We understand this function is for approximately 50 people we would only charge 8.50 per person and a 15% service charge. We would greatly honor and appreciate the opportunity to work with you. Looking forward to seeing you on August 24th.

THANK YOU

A handwritten signature in blue ink, reading "David C Shiflett". The signature is fluid and cursive, with the first name "David" being more prominent and the last name "Shiflett" following in a similar style.

DAVID SHIFLETT



Catering Quote
1181708

Store: WV-1090: Lewisburg
Address: 536 N Jefferson St
Lewisburg, WV, 24901
Phone: 304-647-0883

Customer: Lynn Hutchison
Phone: 304-645-6173
Email: lhutchison@wvca.us

Payment:
Method of Payment:
Tax Exempt:

Quote Summary

Quote #: 1181708
Catering Expert: Christine

Event Info

Event Date: **Wed August 24, 2016**
Event Time: 11:00am
Event Type: Corporate
Location Type: Business
Company Name: GVCD
Address: 179 Northridge Dr
Lewisburg, WV 24901
Contact Name: Lynn Hutchison
Contact Phone: 304-645-6173
Delivery/Pick-Up: **Pick-up**
Delivery/Pick-Up Time:

Qty	Item	Unit Cost	Price
50	Delivery Buffet	\$12.95	\$647.50

Meats: Pulled Pork , Chicken Breast
Sides: Creamy Coleslaw , Potato Salad , Chips
Desserts: Yes cookies or pecan pie (\$1.00 per person included)
Drinks: Yes Sweet tea, Unsweetened tea, or lemonade (\$1.00 per person included)
Paperware: Yes
Relish Tray/Rolls: Yes
Barbecue Sauce: original

Sub total \$647.50
Total tax (6%) \$38.85
Quote Amount \$686.35

Comments

DELIVERY BUFFET: Pricing includes: 2 meats, 3 sides, relish tray, rolls, barbecue sauce, paper ware(plates,eating and serving utensils). Complimentary delivery up to 10 miles and setup. Quote, Please give me a call if you would like to customize or confirm your order details. *All quotes are honored for 60 days* I look forward to speaking with you. We are Passionate About the Art of Great Barbecue! Christine Bichler | Catering Sales Specialist | Dickey's Barbecue Restaurants, Inc.| w:972.248.9899 ext: 175| f:972-248-8667

Details

Thanks for choosing Dickey's. A 50% deposit is required to confirm your event. This deposit is non-refundable if canceled within 24 hours of the event. Delivery is complimentary within a 10 mile radius of the store. An additional delivery fee may be added to the catering total of this order upon the stores discretion.

Hutchison, Lynn

From: Hutchison, Lynn
Sent: Friday, August 12, 2016 1:02 PM
To: Avery Atkins; Carolyn Miller; Gary Sawyers; Gary Truex; Jerry Clifton (ganga1jc@gmail.com); Timothy VanReenen (hillcrestfarm100@gmail.com)
Cc: Barrett Level (barrett.level@gmail.com); Burns, Dennis; 'Morgan, Matt'; Nelson, John
Subject: Tent Options for State Tour

Hello, all...Gary asked me to share this with you to be thinking about:

Here are some options for a tent for the State Tour at Bill's.

As discussed at the committee meeting, it will cost \$850.00 to do the 20 x 40 tent, tables and chairs, and linens just like the Farm Field Day.

If we rent the 20 x 40 tent ONLY it would be \$475.00 for them to set-up and remove or \$225.00 if we do our own set-up and removal. (Bill did tell Dennis that he could get tables and chairs himself if we got a tent and that it would be really helpful if we could get a tent...)

Gillespie's also has a 20 x 30 tent which is \$425.00 for them to set-up and remove or \$175.00 if we do our own set-up and removal.

Keep in mind that we are responsible for any damages if we do our own set-up and tear-down. Also, we would have to make sure we have the staff/help to do that when the time comes.

The 20 x 40 is said to seat 80 people and the 20 x 30 is said to seat 60 people.

Another option would be to buy one (or more) of our own. Walmart has a 10 x 30 for \$139.99. These are half the width as the ones from Gillespie's, and probably less durable, but are not bad and would be ours to keep. It says it holds up to 50 people but that seems tight.

Here is the link if you want to look at it.

<http://www.walmart.com/ip/PALM-SPRINGS-10-x-30-Party-Tent-Wedding-Canopy-Gazebo-Pavilion-w-Side-Walls/45074819>

Lynn Hutchison
GVCD District Manager
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