

## August 1, 2017 DCCE in-person, on-site meeting (#8)

Committee present: Joe Porten, Don Kirby, Eric Urben, Bruce Urben, Mike Pierce, Diane Urben

### Updates:

Bruce- reported that Roger Hansen has dropped out as a judge due to conflicting schedules. Committee discussed plan B. Mike will talk to Bob from Ohio show to see if any of their group that has judged is interested in judging in DCCE. Backup would be for Bruce to contact Minnesota Decoy Carvers Asso. To see if any of their attendees with judging experience would be willing to assist.

Don confirmed Tom Lutes and Kent VanHorn as judges and Bruce confirmed Taylor Finger and waiting for response from Guy McFarren (telephone message). Mike is planning to communicate again with Tom Christie to confirm him as a judge.

Don-reports the admission button process is completed. Had to have another digital format made by the Company as ours was not compatible. Ordered 500 buttons at 38 cents each. Oval buttons will look great. Commemorative T shirts are in the works. Working with Dye sport this week to finalize.

4 of 5 of the bulk vendor spots are sold and 4 of the 15 smaller vendor spots have been sold. We can adjust the size of the spots for vendor needs as they are received.

Don has routine communication with UWSP now. Some outstanding issues to resolve but planning to discuss in the next 10 days!

Mike- requested the IWCA number for Rob Rosenberger to submit payment request from IWCA for carver demo at the DCCE.

Only concern from Mike is the number of people that will be attending. Mike has been doing some press interviews and will be advertising at an upcoming Mead Wildlife area carving demo. More interviews are pending.

Mike has received the zip ties for Decoy labeling and provided for Joe. Ribbons and ribbon rosettes have been ordered, should receive these soon.

Discussed volunteers. Don will be heavily recruiting more volunteers after a meeting with the Wausau Chapter. Discussed need for additional volunteers for 2 tank runners and 2 tank recorders as we may need to split the tank for two judging groups. Don will add these to his team spreadsheet and recruit. They should be assigned to Mike Pierce's judging team!

Discussed Team responsibilities:

**Entry Registration**, -Joe Porten-responsible for all Friday and Saturday walk in registrations, labeling decoys, receiving entry form and logging info, placing on Division tables.

**Decoy Logistics**, -Bruce Urben- responsible for 3 teams of decoy transporters from display area to tank judging area in Division, categories and class. Dry decoys and Transport decoys back to display area after judging and separate by class, category and Best of Show winners, apply awards (?).

**Vendor Relations**-Eric Urben- responsible for vendor needs on Saturday in vendor area, communication lead with UWSP maintenance, security detail in display area and support at tank area.

**Visitor Registration**-Diane Urben-Team lead to staff visitor registration, collecting entry admission and distributing buttons. Support visitor questions and logistics.

**WWA Booth**- Don Kirby- setup and staffing assignments lead for WWA booth. Coordinate merchandise sales, raffles etc. Act as Information Officer for Day of press needs.

**Contest and Judging**-Mike Pierce- Contest Chairman! coordinate judges training, judges needs, runner and recorder training, issues by carvers and or recording issues.

Joe-updated us on a secondary spreadsheet to record specific information on all decoys entered. Discussion on what needs to be included. Diane agreed to prepare a spreadsheet will info to be added after discussion.

Also discussed the decoy labeling scheme. Agreed on the following:

IWCA Style Division-Number 1 and blue color on zip tie  
IWCA Working Division-number 2 and Red color zip tie.

Sconnie Disvision, number 3 and yellow color zip tie.

Antique Division, number 4 and White zip tie.

(The green zip ties will be reserved for any division with more than 100 decoys to double up).

Diane agreed to put together a "cheat sheet" for the labeling scheme to use as reference and for volunteer training.

Numbering scheme on decoys as follows:

Carver number-001 begin

Division#-1 thru 4 above

Carver class- O,I,N,A or none

Decoy number submitted-1 thru 9

Carver number.   Division #.   Carver class.   # of decoys submitted

001-                    2-                    N-                    2

(Carver number 1, IWCA working division, Novice class, submitted 2 decoys)

Decided to label each box received with the carver number and name (for return mailing or pickup).

Need to fill out the Carving entry form (office use only) submitted with appropriate info and file these away from the decoys once the decoys are tagged.

Copy payment info on the entry sheet and forward to Kelcy for processing (either credit card info or money order).

The committee discussed the awards process. This is somewhat complicated for the lay person. Ribbons for 1st, 2nd and 3rd in species as well as in categories. Best of Show rosettes for 1st, 2nd and 3rd in categories and carver class.

Mike will put together s cheat sheet to highlight award winners (ribbons and cash) in species, categories and Best of Show to be used to train volunteers (runners and recorders) and for recording purposes.

Next meeting is planned for **Tuesday, August 15th** (call), this will be 30 days out from the contest!).

Proposed a face to face meeting about 1 week out (possibly at UWSP) to review setup area, process, function for all team leads.