

Austin AI Alliance Gala Planning - First Meeting Agenda

Meeting Agenda

1. Welcome and Overview (5 minutes)

- Purpose of the Gala: Hosting the 2025 AI Awards Gala to celebrate innovation and excellence in AI. - Align with AAIA objectives - make sure there is an award for each.
 - Vision: A night of awards, a headline speaker, entertainment, a band, networking, food (meal or grazing), and fundraiser goals.
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2. Define Goals and Objectives (10 minutes)

- Key outcomes we want to achieve with this event.
 - Raise Funds
 - Get a GREAT turnout (300 min)
 - Visibility of AAIA
 - Awards given for each of our objectives plus a possible fellow award.
 - Discuss how the Gala can support the Austin AI Alliance's mission.
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3. Brainstorm and Discuss Initial Ideas (20 minutes)

- **Theme and Vision:** Decide on the Gala's central theme or tagline.
 - **Awards Categories:** Explore possible awards (e.g., Most Innovative AI Startup, AI for Social Good).
 - **Entertainment:** Band and any additional entertainment ideas.
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4. Outline Responsibilities and Roles (15 minutes)

- Identify key roles for the planning committee (look for co-chairs who can take on these roles - check with Emily and Jennifer)
 - Also check with A. Sanchez concerning help with the name of the event, etc.
 - Sponsorship Coordinator
 - Tag line, information, levels of sponsorship. Tables for sale...
 - Logistics and Venue Lead
 - Marketing and Promotion Manager
 - Program and Entertainment Coordinator
 - Awards Committee Chair
 - Assign initial tasks to each role.
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5. Set Timeline and Milestones (10 minutes) - Fall?

- Preliminary event timeline:
 - Venue booking deadline.
 - Indoor
 - Hold up to 1000?
 - Sponsorship acquisition timeline.
 - Marketing launch.
 - Finalize award categories and nominees.
 - Invitations and RSVPs.
 - Discuss potential dates for the Gala.
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6. Next Steps and Action Items (10 minutes)

- Summarize decisions made during the meeting.
 - Looking at October?
 - Indoor Venue
 - Headline Speaker
 - Get Co-Chairs
 - Advertise at Open Meetings
 - Food and Entertainment
 - Awards align with our objectives
 - Steering Committee: Sherri (Consulting Only), J Whorley, Maurie,
 - Assign immediate tasks to team members.
 - Maurie present at the Open Meeting, asking for co-chairs.
 - Set the date and time for the next planning meeting.
 - TBD
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7. Open Floor for Additional Ideas and Questions (5 minutes)

- Allow team members to share any final thoughts or ask clarifying questions.
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Meeting Minutes:

Meeting Minutes - AI Alliance Gala Planning Committee

Date: January 24, 2025

Attendees: Austin A., Sherri G., Jay B., Maurie B., J W., Bryon J.

Key Decisions:

1. Event Timing & Format

- Target: October/November 2025 (avoiding ACL Festival dates: Oct 3-12)
- Weekday evening event (Wednesday/Thursday preferred)
- Indoor venue required due to weather considerations

2. Event Goals

- Minimum attendance: 300 people (stretch goal: 500)
- Major fundraising event through sponsorships
- Awards aligned with the organization's key objectives
- No comedy entertainment; considering live band/DJ
- Seated dinner or buffet, depending on the venue

3. Critical Requirements

- Need to secure co-chairs before proceeding
- Must secure sponsors before venue commitment
- Need to avoid conflicts with other major tech/community galas
- Domain secured: austinAlawards.com (though final event name TBD)

4. Next Steps

- Announce call for co-chairs at the February 11th meeting
- Form a steering committee after the February 11th event
- Research venue options (prioritizing potential donated spaces)
- Develop sponsorship levels and benefits
- Create compelling event name/branding

Committee Roles:

- Jay Worley expressed interest in helping
- Sherri G. will serve in consulting role only
- Further committee members to be recruited

Action Items:

1. Research calendar conflicts with other major Austin events
2. Contact Aaron Sanchez (Austin Film Festival) for potential guidance
3. Develop a formal sponsorship structure
4. Create a venue shortlist prioritizing potential donated spaces

Next Meeting: TBD (after the February 11th event)