

TSO Events Committee Meeting Minutes

January, 8th, 2016

In attendance: Susan Wilkins, Jerry Harkleroad, Chair; Chris Steele had a class at the same time, but stopped by for a short time.

Excused: Ann Thurley, Kathy Shoemaker, and Arnold Kern

The minutes of the 11/13/2015 Events Committee meeting were approved by consensus.

A. Recap of Holiday Party:

1. The party was considered a success as 71 people attended at a new location, the VFW Hall just north of our North Campus. The party was held from 12-2pm with decoration of the hall beginning at 9:30am and cleanup ending at 3pm.
2. Room preparation: Setup (tables, decorations) took about 2 ½ hours; takedown and cleanup took about 1 ½ hours. Altogether, 10-12 people were needed.
3. Decorations included tree lights, boughs, balls, ribbons, an inflatable snowman, music boxes, and a wood frame arbor covered in lights and tree boughs constructed by Chair, Jerry Harkleroad.
4. The arbor and snowman were used as a backdrop for our roving photographer Tessa Viamonte. Tessa did an outstanding job as photographer taking over 60 photos which became available thru a web site of Tessa's for those who wanted to order copies.
5. Food was provided by Poppinjay's Restaurants. It was considered good but fell short in quantity by some 10-12 people. After a discussion with Poppinjay's an adjustment of \$150 was made to our bill. Because this was the second time Poppinjay's has come up short on its food estimates, I, as Chair, suggest we either get a clear understanding of the issue with Poppinjay's on any food requirement in the future or look into another caterer.
6. Final cost breakdown:
 - a. Facility (VFW Hall) -- \$850 (\$500-damage deposit) = \$350
 - b. Poppinjay's Catering -- \$1491.08 (includes \$130.00-delivery and \$106.08-SSTX); adjustment of \$150 credit for inadequate food quantity) = \$1341.08
 - c. Flyers -- 500 printed = \$30
 - d. Donations received from attendees at \$10/apiece = \$786
 - e. **Net loss = \$935.08**

B. Elections: Because Arnold Kern was not in attendance, we postponed beginning the election process until Jerry and Arnold could get together during the week of January 11th.

Being that there was no other business, the meeting was adjourned at 11:22 a.m.

Jerry Harkleroad, Chair