

TSO Events Committee Meeting Minutes

May 13, 2016

Attendees: Jerry Harkleroad (Chair), Arnold Kern, Chris Steele, Ann Thurley

The meeting was called to order at 10:35.

The minutes of the April 8th Events Committee meeting were approved by consensus.

1. TSO Elections-May 23-26, 2016

a. Candidates roster:

- President: Edie Heppler
- Vice President: Chuck Kimbrough
- Secretary: Jordan McCabe
- Treasurer: Arlene LaTurner
- Members-at-Large:
 - Steve Denison
 - Diane Kester
 - Bryan Leyton
 - Nellie Spruch
 - Tom Westman

b. Ballot/Election

- Chris will create ballot based on 2015 template
- Jerry will arrange to print 100 copies and provide to Arnold by May 22
- Chris will update sign-in sheet and provide to Arnold by May 16
- Arnold will solicit monitors for the ballot box
- On the evening of May 26, Arnold will email information regarding outcome of elections to candidates, Jerry Harkleroad and Bev Vernon

c. Proposed process improvements will be discussed at the next meeting

2. Summer Picnic-Celebration of TELOS 40th Anniversary-August 23-Bellevue Botanical Gardens

a. Jerry will contact Lisa at the Bellevue Botanical Gardens to pay balance due of \$262.50 (of total \$525) for the reservation

b. Jerry has scheduled a session with Susan McCann, caterer. Estimated cost is \$16/attendee (including sales tax) \$14-16 + sales tax

c. TSO Council guidance required:

- In the past, some participants have had dietary restrictions. A policy will need to be developed to address this issue.
- TSO Council will need to approve the financial expenditure-if participants will need to pay a fee or if there will be no charge; rental of mailbox
- Invitees will include members of the former TAG Board as well as the BCCE Administration (around 25 people). As guests, they would not be expected to pay for their meal.

d. Celebration of 40th anniversary:

- Botanical garden has set up for PowerPoint
- Jerry will get together with John Billington

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- Jerry will create 40 year sign banner
- Centerpiece for each table with TELOS tree logo; someone selected to take it home-may want to use mugs
- e. Susan Wilkins will be in charge of set up
 - Estimate 18 tables
- 3. Holiday Party
 - a. Jerry will make contact with VFW to confirm the reservation (December 6 or 7).
 - b. Depending on feedback from the picnic, Jerry would like to use Susan McCann as the caterer for this event.

The meeting was adjourned at 11:26 a.m.

Respectively submitted,

Chris Steele