

TSO Events Committee Meeting Minutes Final
June 10, 2016

Attendees: Jerry Harkleroad (Chair), Arnold Kern, Steve Denison, Bryan Leyton, Chris Steele, Susan Wilkins

The meeting was called to order at 10:30.

The minutes of the May 13th Events Committee meeting were approved by consensus.

1. TSO Elections-May 23-26, 2016
 - a. Slate of candidates elected (see minutes of May 13 meeting)
 - b. Process improvements:
 - Only 40 votes cast
 - Need improved signage regarding location of room
 - Class hosts should remind classes of election and announce room number
2. Summer Picnic-Celebration of TELOS 40th Anniversary-August 23-Bellevue Botanical Gardens
 - a. Botanical Garden:
 - Jerry contacted Lisa Scott at the Bellevue Botanical Gardens and paid balance due of \$262.50 (of total \$525) for the reservation +\$250 damage deposit (refundable).
 - Reservation is from 9 am to 3 pm; actual picnic will be from 11:30-2
 - Lisa has arranged for two docents to conduct tours
 - b. Catering:
 - Jerry met with Susan McCann, caterer. Estimated cost is \$16/attendee + sales tax. Menu to include: burgers, garden burgers, hot dogs, four different salads, veggie plate, sheet cake, coffee, tea and lemonade. Service includes provision of all plates and utensils. May need to rent a BBQ.
 - Those with dietary restrictions not addressed by the menu will need to provide their own refreshments. This information will be included in the picnic announcement.
 - c. A \$5 donation will be requested for rental of facility
 - d. Susan Wilkins will be in charge of set up
 - Estimate 18 tables and chairs will be needed to seat 100 attendees; need 8-10 volunteers to set-up and take-down
 - A reception table will be needed for sign-in and donations-Bryan
 - Signage to picnic site-Steve
 - Due to space limitations, flowers will not decorate the tables
 - Jerry will work with Sue Black on a card for each table acknowledging the 40th Anniversary. This will be available for review at the next meeting
 - Jerry will provide name tags
 - e. Promotion of event

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- 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. A save-the-date notification will be sent to them. Chris will provide suggested list to Jerry. Note: due to the possibility of additional non-contributing guests, Jerry will verify with TSO Council that may need to approve funding of up to \$2500.
- Posters will be designed by Sue Black
- An email will be sent to all members requesting rsvp
- f. Celebration of 40th anniversary:
 - Botanical garden has set up for PowerPoint display; a loop of 30 Year Anniversary presentation will be set up
 - Jerry will create 40th Anniversary sign banner
 - Edie Hepler and Angela Young will be asked to say a few words
- 3. Holiday Party
 - a. Jerry made \$500 deposit to VFW to confirm the reservation for December 8 between 10 & 3
 - b. Depending on feedback from the picnic, Jerry would like to use Susan McCann as the caterer for this event.
 - c. Jerry will be gone on December 8. Steve will serve as event coordinator. Susan will handle decorations.
- 4. Other business:
 - a. Chris Stoynov has advised that TSO may be able to use his BC credit card if we coordinate with him early in the project.

The meeting was adjourned at 11:27 a.m.

Respectively submitted,

Chris Steele