

TSO Events Committee Meeting Minutes
August 12, 2016

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

The meeting was called to order at 10:33.

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

1. Summer Picnic-Celebration of TELOS 40th Anniversary-August 23-Bellevue Botanical Gardens
 - a. Schedule:
 - Set-up from 9:30-11:30
 - Food served from 11:45-1
 - Program from 12:15-12:30--Jerry, Edie Heppler and Angela Young will speak
 - Recognition of 40th Anniversary
 - a. At this time, no other members from previous student group board will be able to attend
 - b. Jerry and Bill Stephens (if he is able to attend) will discuss history of TELOS
 - i. Six scrapbooks covering from 1980-2009 and created by Bess Billington will be displayed
 - ii. A continuous video of the 30th Anniversary PowerPoint will be shown
 - Edie: Business Meeting regarding TSO Bylaws Change; Jerry has arranged for a large poster identifying the change.
 - Jerry/Edie will recognize volunteers by asking them to stand and will encourage people to volunteer
 - Clean-up from 2-3
 - b. Botanical Garden:
 - Reservation is from 9 am to 3 pm; actual picnic will be from 11:30-2
 - Katy Wyncoop has arranged for five docents to conduct tours which will start at 1:15 p.m. Each tour will have a maximum of twelve participants. So far, fifty have signed up.
 - c. Catering:
 - The number of attendees will be no more than 115.
 - Those with dietary restrictions not addressed by the menu will need to provide their own refreshments. This information has been included in the picnic announcement.
 - Jerry will order two sheet cakes from Borracchini's Bakery; hopefully it will include the 40th Anniversary/TELOS logo
 - d. Per request of the TSO Council, a \$10 donation will be requested for rental of facility
 - e. Assignments:
 - Volunteers to show up at 9 a.m.: Jerry Harkleroad, Steve Denison, Bill Greaver, Monika Hall, Tim Hay, Arnold Kern, Chuck Kimbrough, Bryan Leyton, Carol

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August 12, 2016

Leyton, Jordan McCabe, Nancy Rogers, Kathy Shoemaker, Chris Steele, Susan Wilkins

- Susan: plans for setting up are ready to go; will have yellow table cloths
- Steve: signage to picnic sight; for clarity's sake, will include wording 'TSO /TELOS Picnic'; there will also be a welcome sign on the front of reception desk as well as a sign for donations ; separate signage will indicate that Garden Tours will 'Meet Here at 1:15'
- Bryan: reception table(s) for sign-in and donations; recruitment of volunteers
- Virginia, Bev Vernon and Jordan McCabe will staff reception table
- Jerry & Sue Black: card for each table acknowledging the 40th Anniversary printed.
- Edie Heppler: print name tags with 40th Anniversary
- Jerry: set up loop presentation of 30 Year Anniversary presentation
- Jerry: Banner acknowledging 40th Anniversary
- Jerry: will work with Joanne Gainen to have one page from the TSO brochure available at the reception table for those interested in volunteering

2. Holiday Party-December 8-VFW Hall

- Steve will serve as event coordinator.
- \$325 will need to be paid by November 7
- Jerry will contact Carole Maynard regarding photographer
- Assuming TSO satisfaction with picnic catering, Susan McCann will provide catering

The meeting was adjourned at 11:23 a.m.

Respectively submitted,

Chris Steele