

**EVENTS COMMITTEE REGULAR MEETING
FINAL MINUTES
JULY 21, 2017 9:30 AM**

Present: Jerry Harkleroad, Steve Denison, Bryan Leyton, Chris Steele, Monika Hall, Susan Wilkins, Edie Heppler (arrived at 10:15 AM)

Resignation: Jordan McCabe resigned from the Events Committee through email.

Instructor Appreciation Luncheon

- Last year's event was planned by Edie Heppler, not Events Committee.
- This year, Events Committee will plan the Instructor Appreciation Luncheon.

Luncheon will be in the dining room at the Fairwinds Retirement Center, 9988 Avondale Road, Redmond (at intersection of Avondale Rd and Novelty Hill Road).

\$25 room fee & \$10 per person

4 hours: 10AM - 2PM

Possible Dates: Sept 14 or Sept 18

Bryan Leyton will take the lead on this event and will have Alessandro extend invitations to Fall and Winter instructors (note that some instructors teach Winter but not Fall classes.)

Edie has wording for the invitation that she will forward to Bryan.

NOTE: Alessandro can provide a list of instructors but cannot give out email addresses. We will need to have Alessandro send out the invitation to the luncheon; however, RSVP can be sent to Bryan and/or Alessandro.

Alessandro's Phone #: 425-564-4400. His title is TELOS PROGRAM MANAGER

Edie noted that last year's luncheon had 40 guests and the gift was a thumb drive. She also made a point that there should be significant time for the instructors to visit and get acquainted before the luncheon.

Host Appreciation Luncheon

- Edie Heppler will plan Host Appreciation Luncheon this year.

SUMMER PICNIC & FULL TELOS MEMBERSHIP MEETING

North Bellevue Community Center (NBCC)

Saturday, August 19, 2017

Room reserved: 10AM - 2PM

Picnic Event: 11:30 - 1:00 PM

Rental payment to NBCC has been paid; very little setup and clean up.

Monika will be at front table. Suggested Donation: \$10.00 per person.

Monika will collect money and mark off names from the RSVP list.

Eddie will print nametags and they will be located at a *separate* table that guests will be sent to AFTER they check in with Monika.

Important: North Bellevue Community Center doesn't allow caterers on-site (if they stay then they must have a City of Bellevue business license) so food must be left and we have to do our own serving. The caterer can do the delivery and set up but then must leave. No meat carving allowed.

There will be 13 round tables. Steve will check to see if we need table cloths. He will also look into centerpieces.

Jerry will contact Virginia to send email about the picnic and RSVP deadline.

There needs to be a brief annual meeting at the picnic. Eddie will be responsible for running the meeting.

Should be invited: Al Lewis, Melissa Carnahan, Alessandro Reggio.

Meeting adjourned at 10:45 AM.

Next meeting will be on Friday, August 18.

Minutes taken by Susan Wilkins

Approved by Events Committee at the August 18 meeting.