

TSO Events Committee Meeting Minutes

July 8, 2016

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

The meeting was called to order at 10:33.

The minutes of the June 12th 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 12-1:30
- Program from 12:30-12:50
- 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 fifteen participants.

c. Catering:

- 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.

d. Per request of the TSO Council, a \$10 donation will be requested for rental of facility

e. Assignments:

- Jerry: Posters designed by Sue Black will be distributed to classes week of July 11
- Virginia Binder: At least two emails will be sent to all members requesting RSVP
- Susan: set up
- Steve: signage to picnic sight
- Bryan: reception table(s) for sign-in and donations; recruitment of volunteers
- Virginia and Jordan McCabe will staff 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: Design of 15-20 minute Program
 - Jerry met with Bill Stephens and obtained information regarding the history and significant contributors
 - Angela Young will be asked to facilitate; potential speakers Bill Stephens, John Billington, Chuck Blondino; Edie to wrap-up program

2. Holiday Party-December 8-VFW Hall

- Steve will serve as event coordinator.

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- \$325 will need to be paid by November 7
- Jerry will contact Carole Maynard regarding photographer

The meeting was adjourned at 11:10 a.m.

Respectively submitted,

Chris Steele