

**TSO Events Committee Meeting Minutes  
September 9, 2016**

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

The meeting was called to order at 10:35

The minutes of the August 12th Events Committee meeting were approved by consensus.

1. Summer Picnic-Celebration of TELOS 40<sup>th</sup> Anniversary-August 23-Bellevue Botanical Gardens
  - a. Compliments for food, decorations, tours and program
  - b. Budget information:

Item		
Rental	\$825	Plus refundable damage deposit \$250 refunded will be placed in TSO account
Caterer-Susan Megan	\$2014.80	
Misc	\$242.31	Includes cake, last minute \$50 City of Bellevue catering fee, printing of flyer \$12.25
Grand total	\$2,774.36	
Donations	\$1040	
Net cost	\$1734.36	

- c. Lessons learned:
  - In order to comply with BC rules, the event title needed to be changed to the Annual Meeting and Picnic. Jerry changed the title of the brochure; also each food item needs to be itemized
  - TSO and BC need to clarify funding issues.
    - Apparently some funds cannot be used for certain expenses. This will need to be resolved prior to the December 8 event.
    - Need to clarify procedure for depositing money donated from events. The team is aware that any money needs to be deposited same day as received but Mike is not always available at the Front Desk.
- d. Bryan will present summary to TSO Council on September 21.
- e. Setup went well. Jerry acknowledged Bill Greaver's contributions for setting-up many TSO events. Bill will continue to help for Events Committee activities.
- f. Improvements/notes to be made for next year:
  - Need a vegetarian option
  - Parking/carpooling options need to be explored
  - Probably accommodate more people; maximum of 115 chairs provided by Botanical Gardens but may be able to bring additional tables/chairs; Susan brought 3 tables which were used by caterer
  - Make sure someone attends cash jar at all times
  - Steve kept directional signs

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- g. Jerry will make reservation for August 22, 2017 at same location with limit of 120 attendees.
- 2. Holiday Party December 8
  - a. VFW Hall has been reserved
    - \$500 security deposit was paid in May
    - Rental fee \$360 & events staff fee \$120 for a total of \$480 (non-refundable)
  - b. Susan Megan, Caterer, has special menu for holiday gatherings for \$20 per person
  - c. Committee recommends requesting a \$10 donation at the event
  - d. Decorations will be the same as last year
  - e. There will not be any entertainment scheduled; networking is the priority

Next meeting is on November 18 at **1 p.m.**

The meeting was adjourned at 11:25 a.m.

Respectively submitted,

Chris Steele