

Events Committee Minutes

November 18, 2016
Room 1129

Present: Jerry Harkleroad (Chair), Susan Wilkins, Monika Hall, Steve Denison, Bryan Leyton, Chris Steele, Jordan McCabe (Secretary)

The Chair called the meeting to order at 9:02 a.m.

October Minutes approved by consensus.

HOLIDAY PARTY

Marla Seaton is the VFW Hall contact. Steve will contact her.

Promotion: More fliers are being distributed.
We've sent out two emails and plan a third.

Decorations: The VFW hall has 17 windows

Jerry will bring the shiny balls, tape, wire to make wreaths from tree boughs, tree lights & bulbs, ribbon, extension cords, scotch tape, Duct tape, pliers. Susan will bring ball hangers and inflated figures.

Jordan and Steve will bring some seasonal tree boughs.
Tim Hay will transport the Arbor.

Equipment: Susan will bring:

vacuums
a ladder
Music

Food Service: The caterer (Susan McCann) provides all plates, silverware, napkins, etc. Susan Wilkins will bring red & green table cloths.

Jerry will talk to Susan McCann about a vegetarian option: maybe the lasagna.

Registration: Cut off sign-ups at 115. This is the max we can cater.
100 for table seating

Jordan will send the sign-up sheet to Steve Denison & Monika Hall and will join Monika at the registration table.

Susan will bring name tags and felt pens.

THE MONEY: Donation: \$10.00. Monika will count it.

Mike (of BCC) will be at the party and will take charge of the \$\$.

Signs: Steve will bring: Welcome, Directional, Donation signs

Steve will change the directional signs to say "TSO EVENT"

Instead of "picnic" so they can be reused

Three standard size directional signs

2017 PICNIC

Lisa Scott has retired from the Botanical Gardens.

Jerry will contact her replacement.

We need to use the college credit card to reserve the Gardens for August 23, 2017.

To discuss at next meeting:

Election to council: There's one open spot because of Tom Westman's resignation.

Miscellaneous: Jerry will introduce Alessandro Regio on Dec 13 and 14 for his fundraiser talks on Syria & the arms trade.

Next Meeting: Friday, December 16th at 9:30 a.m. In either 1120 or 1129.

Meeting adjourned at 9:28 a.m.

Respectfully submitted

Jordan McCabe
Secretary