

Events Committee Minutes

November 13, 2015

- I. Called to order at 10:37 by Jerry Harkleroad
- II. Attendees:, Jerry Harkleroad, Arnold Kern, Carol Leyton, Kathy Shoemaker, Nellie Spruch, Chris Steele, Susan Wilkins
- III. October 9, 2015 minutes were approved as submitted
- IV. Business Items:
 1. 2015 Holiday Party December 9 from 12-2 at VFW Hall on 148th
 - a. Facility-Jerry & Susan
 - i. Lower level-large room with ample parking
 - ii. Over 30 tables and 175 chairs available
 - iii. Placard will direct participants to lower level location
 - iv. Stick-on blank name tags will be provided at two sign-in tables located near entry; donation jar(s) will also be on these tables
 - b. Ambience-Susan Wilkins
 - i. Windows, lights, ribbons will be used to hang holiday balls, tables will have fir boughs and balls on plastic tablecloths
 - ii. Music: three boomboxes tuned to KING FM (106.9); one will have microphone
 - c. Set-up/tear-down
 - i. Jerry will email those who have volunteered to help the Events Committee to come and help
 - ii. Room will be available at 9 AM; request that volunteers arrive at 9:30 AM to decorate
 - d. Catering-Jerry Harkleroad: For \$13/person, Poppinjay's will provide beef sliders, veggie/cheese tray, two kinds of cake, non-alcoholic punch bowl, coffee, tea, water, paper plates and plasticware. They will also haul away any leftovers/garbage.
 - e. Promotion
 - i. 500 printed invitations on red paper distributed (\$.06 each)
 - ii. Information included in *TELOScope*
 - iii. Twenty eight have responded that they will attend
 - f. Miscellaneous
 - i. An email will be sent stating that all attire is welcome
 - ii. Tessa Viamonte, Carole and Jim Maynard's granddaughter, has volunteered to take pictures. Cost for pictures to be determined.
 - iii. Edie Hepler will facilitate introductions and vote
 - g. Financials:

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- i. Rental \$320 + \$500 deposit Note: The \$500 refund of the deposit will be made directly to TSO.
 - ii. Catering is \$13/person, estimate 100 attendees: \$1300
 - iii. Estimate for extras: \$200
 - iv. Suggested donation \$10
- 2. Next event: Elections-Arnold Kern to chair starting in March
 - a.
- V. No meeting in December. Meeting adjourned at 11:02 a.m.