

**EVENTS COMMITTEE REGULAR MEETING**  
**Friday, December 15, 2017 9:30 AM**  
**FINAL MINUTES**

Present: Steve Dennison, Bryan Leyton, Monika Hall, Chris Steele, Susan Wilkins  
Minutes taken by Susan Wilkins

**SUMMER PICNIC**

- North Bellevue Community Center cannot be rented on weekday, so picnic must be on weekend.
- Cannot make reservation more than 8 months in advance so reservation will be made in January 2018.

**HOLIDAY PARTY**

- December 6, 2017 at the VFW Hall in Bellevue.
- Party went well. It was appreciated that the room was set up ahead of time.
- Catering reservation was for 85 people. The caterer ran out of forks.
- Jerry was not at the meeting but sent a message that set-up was easy and there were a lot of people there to help.
- Instead of getting refund of security deposit from VFW, Steve had them keep the deposit to reserve the hall for next year.
- Holiday party next year will probably be on Wednesday, December 5, 2018.
- Edie has thumb-drive of pictures that were taken.

**DISCUSSION ABOUT PUBLICIZING EVENT**

- Next event, we have to get information distributed earlier when classes are still in session.
- The RSVP email address needs to be easier for people to find and click on.
- The information about the party needs to be in the main e-mail, as well as in the attachment because some people can't open the attachment.
- For parties, we should invite members of the administration.

Meeting adjourned at 10:10 am