



OBE 2017 Reunion Planning Committee
9:00 a.m., Thursday, January 21, 2016
Kristy's Restaurant, 809 Richmond Road

MINUTES

(1)

Present: Elda Allen, Frank Allan, Bonnie Cheung, Barbara Clark, Patrick Holloway, Jan Hynes, Roger Lalonde, Lynn Moran, Carole Moulton, Terri Munro, Lorne Rachlis, Bob Sweeney, Peggy West, Terry West

Regrets: Mary Lou Fleming, Ross Maxwell, Steve Moretti, Murray Sands, Bill Smirle and Michael Wilson.

1) Welcome and Call to Order

The meeting was called to order at 9:15 a.m.

Lynn Moran was introduced and warmly welcomed to the fold.

2) Approval of Agenda

The following were added to (7), Other Business:

c) Article in Riverview Park Review re: donation to Marjorie Loughrey Fund

d) 2017 Silent Auction Donation

e) Domain Name Renewal

Moved by Carole, seconded by Pat, *"THAT the agenda be approved as amended"*.

CARRIED

3) Approval of Meeting Minutes – November 26, 2015

Moved by Bob, seconded by Frank, *"THAT the minutes of the November 26, 2015 meeting be approved as circulated."*

CARRIED

4) Business Arising

a) Donation to Education Foundation of Ottawa

- Chris McGarvey, Executive Director of Education Foundation of Ottawa, received our \$ 5,000 donation cheque on behalf of the OCDSB Marjorie Loughrey Fund on December 17. The presentation photo was distributed to committee members.

b) Income Tax Receipts

Chris and his staff generated thank you letters with income tax receipts for silent auction gift donors from the spreadsheet created by Jan. The following suggestions were put forward:

- For the 2017 Reunion, Chris McGarvey issue one receipt for multiple item donors;
- Elda and Mary Lou work with Chris McGarvey to generate one thank you letter;
- That the Education Foundation look after the mailing of receipts and letters.

c) Thank You Letters

- Thank you letters signed by Elda and Mary Lou, together with a copy of the September reunion program and a donation form to the Marjorie Loughrey Fund were also included in the mailing; these went out to all donors shortly after the New Year.

d) Ross' Silent Auction Item

Ross was not able to use his luncheon certificate with Paul Dewar, Ottawa Centre MP, at the Parliamentary Restaurant before the fall federal election. Discussion was held and the following course of action was proposed and agreed to:

- Since an income tax receipt has already been generated for Paul Dewar, Elda will contact Paul and request that he take Ross out for lunch; failing that
- A letter, jointly signed by Bonnie, Elda and Lorne, be mailed to Catherine McKenna, current Ottawa Centre MP, requesting that she take Ross and guest to lunch in place of Paul Dewar; failing that
- Bonnie to contact Chris McGarvey, and request that Chris issue an income tax receipt to Ross, replacing the original receipt issued to Paul Dewar.

e) 2017 Reunion Date

September 30, 2017 is also the last day of Yom Kippur.

After a review of the list of attendees, it was pointed out that only 6 of the 216 who purchased tickets to the 2015 Reunion are currently actively employed; moving the 2017 Reunion forward by one week would unlikely impact ticket sales negatively.

Moved by Roger, seconded by Lynn Moran, *"THAT the 2017 OBE Staff Reunion date be changed to **September 23, 2017.**"* **CARRIED**

5. Financial Report

Murray provided printed reports for the period January 1-December 31, 2015 inclusive.

- Report indicates a current bank balance of \$ 2,224.50.
- \$ 808.52 of the \$ 1,350 budgeted for the 2015 Reunion start-up costs have not been used. This amount is part of the \$ 2,224.50 bank balance.

Moved by Lynn Moran, seconded by Terry West, *"THAT the financial report be received as distributed."* **CARRIED**

6. Proposed meeting dates:

The following dates were put forward for Committee consideration (all Fridays):

2016

April 22, June 24, September 23, November 18

2017

January 20, February 17, March 24, April 21, May 19, June 23, July 21, August 18, September 8, September 15, October 20 and November 17

Moved by Elda, seconded by Terri Munro, *"THAT the above dates be confirmed for 2017 Staff Reunion Committee meetings."* **CARRIED**

Bonnie will make reservation with Kristy's for the above dates.

7. Other Business
 a) Sub-committee membership

Sub-Committee	Members
AV/Equipment/Photography	Steve Moretti
Emcee, Program, Entertainment	Pat, Barbara, Steve, Michael
50/50 Draw	Lorne Rachlis, Bob Sweeney, Terry West
Finance	Murray
Marketing	Pat Holloway, Carole Moulton
Print Advertising	Pat Holloway, Roger Lalonde, Carole Moulton
Silent Auction: Donations, bid sheets, co-ordination	Elda Allen, Mary Lou Fleming, Lynn Moran, Terri Munro
Ticket Sales	Ross Maxwell, Lynn Moran, Lorne Rachlis, Bob Sweeney, Terri Munro, Bill Smirle
Venue: decorating, catering, seating arrangement	Lyn Wells, Carole Moulton, Peggy West, Jan Hynes, Bonnie, Ross
Web & Social Media	Jan Hynes
Event Reception	Lyn Wells, Jan Hynes, Terri Munro

- b) Membership Contact Information – circulated & updated. Bonnie to distribute.
 c) Article in Riverview Park Review & Local RTO Magazine
 Discussion took place and it was agreed that:
- Carole will write an article about the 2015 Reunion and our donation to the Marjorie Loughrey Fund, for inclusion in the February issue of the Riverview Park Review.
 - Roger will contact Horizon, the local RTO publication to include a similar write-up.
- d) Elda shared with the Committee that she was the successful bidder of a framed print of Montreal Canadiens hockey players at a recent auction. She will donate the print to the 2017 Silent Auction. The Committee thanked Elda for her generosity and pro-activity.
 e) Domain Name Renewal
 Jan will renew the reunion domain name and submit the renewal cost to Murray for reimbursement.

8. Special Recognition
 Committee members congratulated Roger for being recognized by RTO for his volunteer work.

9. Next Meeting
Next meeting to be held at Kristy's on April 22 at 9:00 a.m.
10. Adjournment
Meeting was adjourned at 10:25

Summary of Action Items

	Action Item	Responsibility Centre	Completion Date
1.	Follow-up with Paul Dewar re: lunch with Ross	Elda	ASAP
2.	Letter to Catherine McKenna	Lorne, Elda, Bonnie	
3.	Contact Chris McGarvey re: replacement tax receipt for Ross should above steps not be successful	Bonnie	
4.	Contact Algonquin re: 2017 Reunion and reserve venue	Lyn	April 22, 2016
5.	Update Committee contact information list & distribute	Bonnie	Prior to April 22
6.	Write articles for <i>Riverview Park Review</i> and <i>Horizon</i>	Carole Roger	Prior to next publication deadline
7.	Renew domain name for Reunion web site	Jan	Prior to current expiration date
8.	Reservation for future meetings at Kristy's	Bonnie	Prior to April 22, 2016.