



OBE 2017 Reunion Planning Committee
9:00 a.m., Friday, August 18, 2017
 Kristy's Restaurant, 809 Richmond Road

MINUTES
 (12)

Attendance	Elda Allen, Bonnie Cheung, Barbara Clark, Mary Lou Fleming, Patrick Holloway, Jan Hynes, Ross Maxwell, Lynn Moran, Steve Moretti, Carole Moul, Terri Munro, Lorne Rachlis, Murray Sands, Bob Sweeney, Lyn Wells, Peggy West, Terry West
Regrets	Frank Allan, Roger Lalonde, Lynn Moran
1. Welcome and Call to Order	The Committee extended a warm welcome to our guest, Nancy Maxwell and wish her and Ross a Happy 57 th on their upcoming wedding anniversary. We also celebrated Elda's birthday today. The meeting was called to order at 9:25 a.m.
2. Approval of Agenda	Item 4d, Venue, was moved to precede 4b, Entertainment. Moved by Pat, seconded by Jan, " <i>THAT the agenda be approved as amended.</i> " CARRIED
3. Minutes of July 21 Meeting	Moved by Terry, seconded by Lorne, " <i>THAT the minutes from the July 21 meeting be approved as distributed.</i> " CARRIED
4. Updates	a) Financial Update Murray provided a printed summary of financial activities for the period January 1 to July 31, 2017, inclusive: <ul style="list-style-type: none"> • Current bank balance: \$ 5,259.31; • Cash deposited for 98 tickets as of July 31 bank statement; Pat enquired about our advertising budget. According to minutes of previous meetings, a budget of up to \$ 300 was approved for advertising in the <i>Ottawa Citizen</i> . Moved by Murray, seconded by Bob Sweeney, " <i>THAT the financial report be received</i> ". CARRIED
	b) Venue <ul style="list-style-type: none"> • Lyn will schedule a meeting with Algonquin College banquet manager, Jennifer Thurston Johnson, some time next week and will notify Steve of the date;

	<ul style="list-style-type: none"> • She will meet with Jan and Carole to determine the colour scheme for decorations and table accessories; • Access to facilities will remain the same as in 2015.
	<p>c) Entertainment Update</p> <ul style="list-style-type: none"> • Barbara, Pat and Steve met again two weeks ago; • Script finalized and soundtrack has been added; • Everything is in good shape; • The team will next meet on August 30; more hard work ahead.
	<p>d) Ticket Sales</p> <ul style="list-style-type: none"> • Ross reported that money for 146 tickets have been received and payments from another two attendees are expected; • Terry will circulate his sample email which he used to encourage former colleagues' participation to committee members; • Ross will send out an updated list of ticket buyers to Jan. Jan will put all names on one spreadsheet and distribute to committee members for information to assist committee members with ticket sales; • It was asked how many tickets were sold at this time in 2015; • After checking minutes of meeting from 2013 and 2015, ticket sales information as follows: <p>136 tickets as of August 2015 130 tickets as of August 2013</p>
	<p>e) Web Page</p> <p>Jan provided the following update:</p> <ul style="list-style-type: none"> • Minutes from our July meeting on web site main page; • She will work on the wording for an email blitz, to be sent out prior to our September 8 meeting.

	<p>f) Gift Donations</p> <p>In addition to what had been previously reported, Elda, Mary Lou and Bob Sweeney shared with the committee that the following donations have been received:</p> <ul style="list-style-type: none"> • Quilted jacket from Sue Newell; • Gift certificates from NAC Orchestra, Cheshire Cat, Courtyard Restaurant, Mamma Grazzi’s Kitchen, Marriott Ottawa and Lord Elgin hotels; • Framed photo of grizzly bears and gift basket; • Bob will contact Kelly’s Landing, Black Dog and Chances R for gift certificates; • Committee members are encouraged to contact businesses they frequent to elicit gift donations; • Please forward the items that you have received, with descriptions, to Jan, so that she can put all items on a spreadsheet for bid sheet preparation.
	<p>g) Advertising</p> <ul style="list-style-type: none"> • Carole will work with her contact at <i>Metro</i> and advertise the event in the community paper’s “<i>What’s Happening</i>” section; • Pat reported that two entries, in colour, will be placed in the <i>Our Town</i> section of the <i>Ottawa Citizen</i> on September 7 and 14, at the cost of \$ 131.00 per entry.
5. New Business	There was no new business.
6. Upcoming Meetings	Sept 8, Sept 15, Oct 20, Nov 17
8. Adjournment	The meeting adjourned at 9:48 a.m.