



OBE 2017 Reunion Planning Committee  
**9:00 a.m., Friday, February 17, 2017**  
Kristy's Restaurant, 809 Richmond Road

## MINUTES

(7)

Present: Bonnie Cheung, Patrick Holloway, Jan Hynes, Carole Moulton, Terri Munro, Lorne Rachlis, Murray Sands and Lyn Wells

Regrets: Frank Allan, Elda Allen, Barbara Clark, Mary Lou Fleming, Roger Lalonde, Lynn Moran, Steve Moretti, Bill Smirle, Bob Sweeney, Peggy West, Terri West and Michael Wilson

1. Welcome and Call to Order

The meeting was called to order at 9:07 a.m.

2. Approval of Agenda

Moved by Lyn, seconded by Pat, *"THAT the agenda be approved as circulated."*

**CARRIED**

3. Approval of Minutes – January 20, 2017

Moved by Jan, seconded by Lyn, *"THAT the minutes of the January 20, 2017 meeting, be approved as circulated."*

**CARRIED**

4. Business Arising:

a) Tax Receipts for On-site Donations to Marjorie Loughrey Fund

Elda provided an email report. Judy Kirsh had been in touch with Chris McGarvey at the Ottawa Education Foundation regarding tax receipts. Donated amounts have to go through the banking process before computerized receipts can be generated by the Education Foundation. Receipts cannot be issued on the night of the reunion.

b) Gifts Received To-date:

- Rod McIvor's photo of the Trudeaus
- Elda's donation of a framed print of Montreal Canadiens hockey players
- Bonnie will search for a copy of Mary Lou's letter to silent auction donors requesting donation of gifts and circulate to the Committee

c) Thank You Letters to Donors

- Item deferred until Elda and Mary Lou are in attendance.

5. Financial Report

Murray reported that there were no recent transactions and our bank balance remains unchanged, at \$ 1,894.81.

6. Entertainment Update (Barbara, Patrick)

a) Music – Barbara is away on vacation and reported that "all is well".

b) Interviews and Script

- Pat reported that he has written a draft script;

- He will be meeting with Steve and Barbara upon their return from vacation to pair images and music with the script;
  - He will come up with a catchy title for advertising purposes.
7. Web Page/Social Media Update
    - a) Jan has uploaded the January meeting minutes to the web page and Facebook.
    - b) Domain name is not due for renewal until March.
  8. New Business
    - a) Jan wrote a letter to the Prime Minister's Office inviting Justin Trudeau to sign and present the Rod McIvor photo to the highest bidder on September 23. She will scan her letter to the PMO and circulate it to members on the Committee.
    - b) Bonnie will revise the 2015 reunion ticket and circulate to the Committee for feedback before sending it to print at the OCDSB.
  9. Future Meetings: Please note that the March 24 meeting has been cancelled and we **next meet on April 21**.

2017	<del>Mar 24</del> , Apr 21, May 19, Jun 23 (9:30), Jul 21, Aug 18, Sept 8, Sept 15, Oct 20, Nov 17
Reunion Date	<b>September 23, 2017</b>

10. Adjournment: 9:35 a.m.

**Action Items:**

<b>Item</b>	<b>Responsibility &amp; Timeline</b>
1. Pick up photo from Rod McIvor	Jan – by April
2. Slide show: pair images with script	Pat, Steve – by June
3. Domain name renewal	Jan – by March
4. Circulate letter to PMO office to Committee	Jan
5. Request for donation letter to Committee	Bonnie, before April 21
6. Circulate event tickets to committee and print tickets	Bonnie, before April 21
7. Thank you letter to donors	Elda, Mary Lou – by April