



OBE 2017 Reunion Planning Committee  
**9:00 a.m., Friday, April 21, 2017**  
Kristy's Restaurant, 809 Richmond Road

## MINUTES

(8)

Present: Bonnie Cheung, Elda Allen, Barbara Clark, Patrick Holloway, Roger Lalonde, Jan Hynes, Lynn Moran, Steve Moretti, Carole Moulton, Terri Munro, Lorne Rachlis, Murray Sands and Lyn Wells

Regrets: Frank Allan, Mary Lou Fleming, Bill Smirle, Bob Sweeney, Peggy West, Terri West and Michael Wilson

1. Welcome and Call to Order  
The meeting was called to order at 9:50 a.m.
2. Approval of Agenda  
Moved by Pat, seconded by Lorne, *"THAT the agenda be approved as circulated."*  
**CARRIED**
3. Approval of Minutes – February 17, 2017  
Moved by Lorne, seconded by Carole, *"THAT the minutes of the February 17, 2017, meeting, be approved as circulated."*  
**CARRIED**
4. Business Arising
  - a) Update from Jan
    - Rod McIvor photo  
Rod has recently returned from vacation, Jan will arrange a date for pickup. Whether the photo requires reframing will be left to the discretion of Jan and Lyn. They will approach Koyman Gallery if necessary.
    - Domain name renewal – completed at a cost of US \$ 24.00
    - Response from PMO – No response. Jan will follow-up with the chief of staff at PMO
  - b) Gifts received to date include:
    - Jewellery items from Irene Cameron, Pat Orme
    - Cadillac rental and car detailing package from Myers Motors
    - Paintings from Louise Rachlis and Sarah Clark
    - Print of Montreal Canadiens hockey players
    - Rod McIvor photo
    - Barb will contact NAC for tickets
  - c) Thank you letters: combined letter to be issued by Education Foundation Office
    - Deferred to meeting in May
  - d) Request for donation letter (Elda, Mary Lou)
    - Letter was circulated to the Committee in February

5. Financial Report (Murray)
 

Our current bank balance is \$ 1,857.31, after paying \$ 37.50 for ticket printing costs.  
 Moved by Murray, seconded by Ross, *“THAT the financial report be received.”*

**CARRIED**
6. Entertainment Update (Barbara, Patrick, Steve)
  - a) Music – Barb reported that all is progressing well. Her team will continue to meet with Pat and Steve.
  - b) Interviews and script – Pat has recorded over 20 hours of interviews and has more than sufficient material for the slide show/video. The title for the video will be “The Way We Really Were”.
  - c) Slide Show/video – promises to be fun.
7. Ticket & Ticket Sales
  - Ross received the printed tickets and has sent out an email inviting ticket sellers, previous and new, to help with the sale;
  - Ticket price remains the same at \$ 42.00 each;
  - Ticket sales will start on April 24 and end on September 15;
  - Jan will send out an email blitz to past attendees;
8. Web Page/Social Media Update (Jan, Steve)
  - Jan will update web page and Facebook. She will also announce the event on free web sites;
  - Steve will tweet out the announcement;
  - Lyn confirmed that tables will seat eight.
9. New Business
  - a) Ticket Order Form
 

Roger offered to translate the updated ticket order form. Jan will upload both English and French versions onto the web page.
  - b) Advertising (Roger, Carole, Pat)
    - Carole will look after advertising in *Riverview Park Review* and *Metroland*;
    - Roger will co-ordinate advertising in *Renaissance*, *Horizon* and RTO web site;
    - Pat will look after advertising in “Our Town” in the *Ottawa Citizen*.
10. Future Meetings:

2017	May 19, Jun 23, Jul 21, Aug 18, Sept 8, Sept 15, Oct 20, Nov 17
Reunion Date	<i>September 23, 2017</i>

**Action Items:**

<b>Item</b>	<b>Responsibility &amp; Timeline</b>
1. Rod McIvor photo follow-up & framing	Jan, Lyn
2. Follow-up with PMO re: invitation to Justin Trudeau	Jan
3. Silent auction gift donations	Everyone
4. Slide show: pair images with script	Barb, Pat, Steve
5. Work on thank you letter to donors	Elda, Mary Lou
6. Email blitz to past attendees	Jan
7. Translate & upload ticket order form to web site	Roger, Jan
8. Advertising	Roger, Pat, Carole, Bonnie
9. Announcement on social media	Jan, Steve