



OBE 2017 Reunion Planning Committee  
**9:00 a.m., Friday, September 8, 2017**  
 Kristy's Restaurant, 809 Richmond Road

## MINUTES

(13)

Attendance	Frank Allan, Elda Allen, Bonnie Cheung, Barbara Clark, Patrick Holloway, Jan Hynes, Roger Lalonde, Ross Maxwell, Lynn Moran, Steve Moretti, Carole Moulton, Terri Munro, Lorne Rachlis, Murray Sands, Bob Sweeney, Lyn Wells, Peggy West, Terry West
Regrets	Mary Lou Fleming
1. Welcome and Call to Order	The meeting was called to order at 9:00 a.m.
2. Approval of Agenda	Moved by Roger, seconded by Jan, <i>“THAT the agenda be approved as circulated.”</i> <b>CARRIED</b>
3. Minutes of August 18 Meeting	Moved by Pat, seconded by Peggy, <i>“THAT the minutes from the August 18 meeting be approved as distributed.”</i> <b>CARRIED</b>
4. Updates	<p><b>a) Financial Update</b></p> <p>Murray provided a printed summary of financial activities for the period January 1 to August 31, 2017, inclusive:</p> <ul style="list-style-type: none"> <li>• Current bank balance: <b>\$ 8,115.31;</b></li> <li>• Cash deposited for 149 tickets as of August 31 bank statement;</li> </ul> <p>Moved by Murray, seconded by Bob Sweeney, <i>“THAT the financial report be received”.</i> <b>CARRIED</b></p>
	<p><b>b) Entertainment</b></p> <p>On behalf of the entertainment team, Pat reported as follows:</p> <ul style="list-style-type: none"> <li>• Script was finalized;</li> <li>• Rehearsal had taken place;</li> <li>• Video is about one-third complete;</li> <li>• Pat, Barb and Steve will be meeting again.</li> </ul>
	<p><b>c) Ticket Sales</b></p> <ul style="list-style-type: none"> <li>• As of this morning, 211 tickets has been sold;</li> <li>• Cut-off date for ticket sales: September 1;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ross thanked everyone for their support.</li> </ul>
	<p><b>d) Meeting with Jennifer Thurston Johnson, Algonquin College</b></p> <ul style="list-style-type: none"> <li>• A black drape will be provided for the photo corner where we can pin the OBE banner;</li> <li>• Jennifer will also provide chairs in the corner for those who prefer to sit for the photo shoot</li> <li>• Table cloth will be black with burgundy overlay and burgundy napkins;</li> <li>• Black table cloths will also be provided for silent auction tables so that items will show off better;</li> </ul>
	<p><b>e) Web Page &amp; Social Media</b></p> <p>Jan provided the following update:</p> <ul style="list-style-type: none"> <li>• There were 176 views on the Reunion Facebook page;</li> <li>• Twitter has been sent out.</li> </ul>
	<p><b>f) Gift Donations</b></p> <p>The following donations have been received:</p> <ul style="list-style-type: none"> <li>• Mr. B's Restaurant;</li> <li>• 3 Gift certificates from Artistic Landscaping</li> <li>• Elda will follow-up with the Mayor;</li> <li>• Carole will follow-up with Irene Cameron;</li> </ul> <p>Discussion took place regarding the starting bid for the Trudeau photo.</p> <p>Moved by Murray, seconded by Roger, <i>"THAT \$ 300 be established as the starting bid for the Trudeau photo."</i> <b>CARRIED</b></p>
	<p><b>g) Advertising</b></p> <ul style="list-style-type: none"> <li>• Carole reported that our event ad will appear in various community newspapers in the <i>"What's Happening"</i> section;</li> <li>• Carole will be pleased to provide a JPEG version of the Reunion ad to anyone who wishes to assist with advertising (e.g. in City of Ottawa councillors' newsletters);</li> <li>• Our first ad appeared in the <i>Our Town</i> section of the <i>Ottawa Citizen</i> on September 7 and will be repeated on September 14;</li> <li>• Roger reported that our ad appeared prominently in the recent issue of <i>Renaissance</i>;</li> <li>• There is also a link to the Reunion web page on the RTO web site;</li> </ul>
5. New Business	<p><b>a) Seating Plan and Printed Attendees; Lists</b></p>

	<ul style="list-style-type: none"> <li>• Lyn will be working with Ross on table arrangements. Anyone with special seating requests should email Lyn and Ross as soon as possible;</li> <li>• Jan will assist by producing an alpha list of all attendees and print one copy for each table;</li> <li>• Lyn will work with Jan to produce a seating chart for display at the reception table;</li> <li>• Lyn to arrange for a 50/50 ticket draw drum with Jennifer;</li> <li>• Timeline for completion of above tasks: September 18.</li> </ul> <p><b>b) Greeters</b></p> <ul style="list-style-type: none"> <li>• Frank, Roger, Terry, Peggy and Jan have volunteered to greet attendees as they arrive;</li> <li>• Terri and Bonnie will direct attendees to the photo corner</li> </ul> <p><b>c) Reception Table</b></p> <ul style="list-style-type: none"> <li>• Merv Wells, Fran Kesler, Ross and Nancy Maxwell will be stationed at the reception table;</li> </ul> <p><b>d) Name Tags</b></p> <p>Bonnie will arrange a loan of name tags from the local OSSTF office. Pat to remind attendees to leave their name tags on their tables or in boxes provided by the reception table.</p> <p><b>e) 50/50 Draw</b></p> <ul style="list-style-type: none"> <li>• Bob will purchase rolls of tickets for 50/50 draw;</li> <li>• He will also recruit his team of roaming trepadors to sell 50./50 tickets throughout the evening;</li> <li>• Bob will look after a cash “float” for 50/50 ticket sellers.</li> </ul> <p><b>f) Decoration &amp; Clean Up Teams</b></p> <ul style="list-style-type: none"> <li>• The following members volunteered: Terri, Bob, Terry &amp; Peggy West, Frank, Bonnie. This will be finalized at the September 15 meeting;</li> <li>• Decoration team will meet on September 18 at Jan’s house to assemble the centrepieces</li> </ul> <p><b>g) Photography</b></p> <p>Paul Shuster might have a schedule conflict. Steve has a backup photographer lined up.</p> <p><b>h) Printed Table Program</b></p> <ul style="list-style-type: none"> <li>• Pat has circulated a draft to some members on the Committee for review;</li> <li>• It was suggested that more white space be provided for the cover</li> </ul>
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	<p>page;</p> <ul style="list-style-type: none"> <li>• Mary Lou and Elda are to send Jan the complete list of gift donors for inclusion on the acknowledgement page of the program;</li> <li>• It was agreed that a program be provided for each attendee;</li> <li>• Program must be finalized by September 15 and for forwarding to the OCDSB print shop for printing</li> </ul> <p><b>i) Silent Auction &amp; Cash Collection Team</b></p> <ul style="list-style-type: none"> <li>• This will be under the direction of Elda and Mary Lou;</li> <li>• Murray agreed to provide a cash float and oversee cash collection;</li> <li>• More volunteers needed for the silent auction tables at the end of the evening. Frank and Bonnie to assist with cash collection;</li> </ul>
6. Upcoming Meetings	<p>Sept 15, <del>Oct 20</del>, Nov 17</p> <p>Please note: <b>October 20 meeting has been cancelled.</b></p>
8. Adjournment	<p>The meeting adjourned at 10:35 a.m.</p>

## ACTION ITEMS

TASK	LEAD	ASSISTING
Seating Plan	Lyn & Ross	Jan
Liaison with Algonquin and September 23 Logistics	Lyn	
Entertainment	Pat, Barb, Steve	
Decoration	Lyn, Jan	Peggy, Carole, Bonnie
Photography	Steve	
Name Tags	Jan	Bonnie
50/50 Draw	Bob	
Silent Auction	Elda, Mary Lou	Murray, Jan
Take Down & Clean Up	Lyn	Everyone