

OBE Reunion 2019 Planning Committee, April 15, 2019.

Kristy's Restaurant 809 Richmond Road

PRESENT: Bonnie, Elda, Pat, Jan, Carol, Merri, Ross, Steve, Murray, Lyn, Carole.

(Chair) Jan opened the meeting at 9.30 .

AGENDA

Approval of the agenda was moved by Carole, seconded by Pat. *APPROVED.*

MINUTES

Jan requested a change in the Minutes under 4(a), the word "donors" to change to "sponsors". Following this correction, the Minutes were approved after a motion by Lyn, seconded by Ross.

BUSINESS ARISING

1. Jan gave an update on posting of information re the reunion. Roger has translated, and Jan will post, French version. Jan has also posted on three public web sites. There are some difficulties in having event fit the available categories on the sites.
2. Lyn is in touch and continues to follow up with Algonquin re details of the evening. All moving well.

SUB COMMITTEE REPORTS

Entertainment: Pat reported that script will be completed for the end of April. Steve is working with Barbara on development of four songs.

Advertising: Carole reported that time interval still too great to have details in community newspapers but she will continue to pursue. She agreed to supply post-able ads to Committee members for places such as banks and grocery stores.

Jan has sent 400 individual e-mails, posted on FACEBOOK page and on O.P.E.R.A. site which includes members of local boards as well as Ottawa Public.

Jan will be contacting Lyn Moran and Terry and Peggy West re ticket sales.

Silent Auction: Carole has sent letters to all Committee members and asks that each member contact at least one person re a donation. Bonnie stated that she has received verbal approval re tax receipts but will follow up to formalize. Lyn will continue to follow up with Myers commitment. Bonnie will contact Hunt Club Nissan re matching Myers donation and will also confirm with Clarissa, Director of Education Foundation about tax receipts

Menu and decorations: Lynn reported everything is going forward to plan on decorating. Jan showed photos of table decorations that will be used and then sold.

Financial: Murray reported no new activity. Balance remains at \$447.51.

Tickets: Ross reported 14 completed sales. A number of people have ordered or inquired but will be reported in numbers only when tickets have been bought and paid for.

ACTION ITEMS: All members were urged to act on:

- a) Silent Auction items
- b) Ticket sales-

ADJOURNMENT: At 10.30.

NEXT MEETING: Monday May 13th.