

OBE Reunion 2019 Planning Committee, February 18, 2019.

Kristy's Restaurant 809 Richmond Road

PRESENT: Jan Hynes (Chair); Barbara Clark, Bonnie Cheung, Carol Kirby, Lyn Wells, Merri Legris, Murray Sands, Pat Holloway, Roger Lalonde, Steve Moretti, Carole Moulton

1. Welcome and call to Order (Jan at 09.30)
2. Approval of Agenda. *Bonnie added two items: 4d and 4 e, regarding ticket printing and tax receipts respectively.*
3. Approval of minutes (Bonnie, seconded by Roger)

BUSINESS ARISING:

Jan has contacted Janet Castle for support in spreading word. Janet has agreed.

Corporate sponsorship: Lyn has secured a donation of a car detailing and rental package from Myers. She is, in addition, seeking a corporate sponsorship (\$1000.00) from Myers. There was a discussion of the definition of the term "corporate sponsorship" and of what recognition is expected. Jan stated that both Myers and Algonquin would get recognition in the flyers and/or banners. Other corporate sponsors get the same. Bonnie questioned the use of banners as giving too much commercial presence to what is essentially a social event.

Carol stated that the newspaper ad is a community service contribution and commercial mentions could not be included.

Pat suggested that the banners would not "commercialize" the occasion, and could bring in important funds for our Arts in the School beneficiary. After further discussion it was moved by Jan and seconded by Lyn that:

*Anyone who donates \$750 or more would be recognized as a special sponsor with appropriate acknowledgements. **Passed unanimously.***

Ticket Printing: Bonnie showed samples of tickets. The printing costs \$43.46 and the receipt has been forwarded to Murray for payment.

Tax Receipts: Income Tax receipt approval comes through the Educational Foundation, which has a new Executive Director (Clarissa Arthur). Lynn Scott will Chair the Board. Bonnie will reach out for the tax approval at a later date as new members become settled in to the new committee.

Digital Files: Pat stated that these have been completed.

Entertainment: Barbara stated that the planning is moving forward with good progress. Pat has a growing collection of slides and photos and mentioned a considerable addition from Marty Goodier.

Advertising: Jan will post ad on free sites and we will review the cost and benefit of a paid ad in The Ottawa Citizen. Carole showed the samples of her free community newspaper ad. Lyn reported that Roger had posted the ad in the retired teachers' publication.

Silent Auction: Carole and Merri reported good progress and substantial donations.

Decoration: Lyn reported that good progress has been made. The theme will be black and white. A prototype of centerpieces has been made. All preparations will be done on the Friday evening with final touches on the Saturday morning. The buffet menu remains unchanged. Lyn will need final numbers in order to decide on the number of tables and the decorations on them.

Financial Report: Murray reported only one transaction - ticket printing. Our current balance is \$447.51.

Discussions for next meeting:

1. Acknowledging corporate sponsors.
2. Decision re Citizen ad.

Next Meetings: March 18,

Adjournment: Meeting adjourned at 10.10