

MINUTES

Present: Jan Hynes, Pat Holloway, Merri Legris, Ross Maxwell, Carole Moulton, Bonnie Cheung,
Murray Sands

1. Welcome and Call to Order: Meeting was called to order at 9:45 a.m.
2. Approval of Agenda
“Corporate Sponsorships” was added as item 7(a)
Moved by Pat Holloway, seconded by Ross Maxwell “THAT the agenda be approved as amended. **CARRIED**
3. Approval of Minutes – November 19, 20128
It was noted that under FINANCE, the third last entry on Page (2), the bank balance should read as \$ 490.97 instead of \$ ~~490.95~~.
“Moved by Murray, seconded by Carole, “THAT the minutes of the November 19 meeting be approved as amended.” **CARRIED**
4. Business Arising
 - a) Info from Seating Plans from Previous Reunion
Through Jan, Lyn provided the following information:
Business/Finance - 7
Plant (Ross Tulley)- 9
Hillcrest – 27
High School of Commerce/Adult High – 9
Pinecrest – 6
Featherston – 7
Dunlop – 8
Centennial – 13
Trustees/Superintendents – 15
Remainder (119) – not specifically identified and FOBEEP
Jan will contact Janet Castle and appeal to her for support in spreading the word.
 - b) Silent Auction – Assistance from Bob Sweeney
Bob agreed to reach out to his contacts for door prize donations.
 - c) Web Site – French Translation
 - Roger has completed the translation for the Reunion web site home page, which Jan will upload.

- The Reunion web site is hosted by National Capital Freenet (NCF). The minimum payment required per year is \$ 25.00, which Jan has already paid in December.
 - Domain name will be up for renewal in March at a cost of \$ 12 per year. Jan will look after the renewal and submit all expenses incurred (including purchase of material for decorations) to Murray for reimbursement.
- d) Posters of Ad
- Carole distributed two copies of an updated ad to those in attendance.
 - Bonnie requested that a copy of the ad be sent to her in jpg format so that she can forward them on to her contacts for advertising purposes. Possible publications: Provincial OSSTF newsletter, local OSSTF retirees' newsletter, City Councillor's weekly newsletter.
- e) Public Acknowledgement of Corporate Sponsorship – Algonquin College
- Question was raised regarding the definition of a “corporate sponsor”—what level of contribution would qualify donor as a “corporate sponsor”?
 - The OBE Reunion Planning Committee is not a registered charity and cannot issue income receipts. Receipts were issued by the OCDSB Education Foundation in 2015 and 2017.
 - If corporate sponsorships were to be displayed on event tickets, we cannot proceed with ticket printing until sponsorships have been finalized.
- f) Save the Date email
- Action completed—Jan has already sent out the email to past attendees.
- g) Search for Photos
- Pat has reached out to his contacts and collection is ongoing. He requested that it is preferable that digital photos be sent to him by email or through USB key file transfer.
 - Pat's continuing efforts in photo and story collection was recognized.
- h) Announcements in RTF Publications
- Roger reported that he has reached out to his contacts and announcements will be included in *Horizon* and *Renaissance*.
- i) Ticket Design
- Committee reviewed ticket design distributed.
 - It was agreed that corporate sponsorship acknowledgement not be made on event tickets; manner of acknowledgement pending discussion at next meeting.
 - It was agreed that ticket printing should proceed and that 500 tickets be printed so that they will be available for an earlier distribution and sale. (230 tickets were sold in 2017).
 - The current projection for attendance at the 2019 reunion is 150-200

5. Sub-Committee Reports

- a) Entertainment – preparation is going well under the leadership of Barbara Clarke.
- b) Advertising/Social Media

- Jan has sent out an email on “Save the Date” to past reunion attendees. There were some bounce backs because the OPERA email is no longer operational.
 - Pat distributed updated wallet cards to those present. He will send out an electronic copy to all members of the Planning Committee.
 - Carole has prepared a first ad to appear in and upcoming issue of *Riverview Park Review*.
- c) Silent Auction
- Mary advised the Committee that she has secured three pairs of tickets from the National Arts Centre.
- d) Venue and Decoration
- Jan has met with Carole and they have purchased some material for table centre pieces. These will be vases on mirror tiles, with LED fairy lights, organza and glittery gold leaves inside.
 - As in the past, centre pieces will be available for purchase at the end of the evening. Carole will look after the sales.
 - Lyn indicated that most likely, table coverings will be black table cloth with white napkins.
6. Financial Report
- Murray reported that there were no transaction and the bank balance remains unchanged, at \$490.97.
7. Other Business
- a) Corporate Sponsorship – Level of contribution and acknowledgement
- It was agreed that this item be added to the February 18 agenda when Lyn is present.
 - It was further agreed that the matter of sponsorship banner display be added to the next meeting agenda.
8. Next Meeting - Monday, February 18, 9:30 a.m.
9. Adjournment – 11:10 a.m.