

MINUTES

Present: Bonnie Cheung, Barbara Clark, Jan Hynes, Pat Holloway, Roger Lalonde, Merri Legris, Ross Maxwell, Carole Moulton, Murray Sands, Lyn Wells
Regrets: Frank Allan, Carole Kirby, Steve Moretti

1. Welcome and Call to Order: Jan called the meeting to order at 9:55 a.m.
2. Approval of Agenda
The following items were added to the agenda:
7(a) – Ticket sales
7(b) – Contact with OCDSB Education Foundation
Moved by Pat Holloway, seconded by Ross Maxwell “THAT the agenda be approved as amended. **CARRIED**
3. Approval of Minutes – February 18, 2019
The following corrections were noted:
 - Carole Moulton attended the last meeting and her presence was omitted;
 - Spelling of Barbara Clark’s last name should be Clarke;
 - Under Entertainment, Marty Goodyear should be spelled as Goodier;
 - Under Silent Auction, Merrie should be spelled as Merri“Moved by Jan, seconded by Lyn, “THAT the minutes of the February 18 meeting be approved as amended.” **CARRIED**
4. Business Arising
 - a) Corporate Sponsorship & Public Acknowledgement
After discussion, the following were agreed to:
 - All donors will be listed on the projection screen;
 - Pat will acknowledge donors through his announcement;
 - Donors will be acknowledged under three separate categories in the printed program:
 - “Special thanks to our Corporate Sponsors: Myers Automotive Group, Algonquin College Culinary Skills & Hospitality Management;
 - Other Corporate donors will be listed alphabetically;
 - Individual donors will also be listed alphabetically
 - b) Ad in *The Ottawa Citizen*:
 - Cost of placing two earlugs in *The Citizen* in 2017 was \$ 276
 - The current price is \$ 298

- 55 attended the 2017 Reunion for the first time;
- 66% of those attended the 2017 Reunion heard about the event through word of mouth;
- After discussion, it was decided that this item will be deferred to a later date.

5. Sub-Committee Reports

a) Entertainment

- Barbara reported that things are “progressing well”;
- Pat is still receiving photos; he and Steve will start working on the video by mid-April

b) Advertising/Social Media

- Jan will place ads on four free online sites;
- She will also update the Reunion web page plus OPERA online;
- Carole has already advertised in Riverview Park Review, she will forward ads to other community newspapers that do not charge for advertising;
- Roger brought a copy of the ad placed in the RTO retirees’ magazine;
- Bonnie placed an ad in her City of Ottawa Councillor’s weekly newsletter

c) Silent Auction

- Jan has placed a copy of the donation request letter on the Google Drive;
- Ned Loughrey will donate a gift certificate towards fencing/decking services
- Jan will add an invitation to donate notation on the Reunion web site.

d) Venue and Decoration

- Lyn will meet with Algonquin and provide an update at our next meeting.
- Colour theme will be black, white and gold.

6. Financial Report

Murray reported that there were no transaction and the bank balance remains unchanged, at \$447.51.

7. Other Business

a) Ticket Sales

- Ross has a list of thirteen ticket sellers and has established September 13 as the cut-off for ticket sales.
- He reported a sale of three tickets to date.
- Lyn has a table of 10 committed and Barbara has a table of 8.
- Ross declared that the web site can open for ticket sales
- Jan will update web page and Roger will do the translation.

b) Contact with OCDSB Education Foundation

- Bonnie met with Clarissa Arthur, the new Executive Director of the OCDSB Education Foundation;

- Thanks to Judy Kirsh, who had already briefed Clarissa about previous donations made by the Reunion Planning Committee.
- Clarissa confirmed that tax deduction receipts will be issued to silent auction gift donors.

8. Next Meeting - Monday, April 15, 9:30 a.m.

9. Adjournment – 10:46 a.m.

Action Items:	
Jan	Update web page re: donations, ticket sales
	Renew domain name
	Place reunion ads on free web sites
Carole	Place ad in community newspapers
Carole, Merri	Continue to seek out donations for silent auction
Lyn	Contact Algonquin & update Committee at next meeting
Pat	Continue to collect photos
	Work with Steve re: slide show/video
Roger	French translation of web page
Ross	Distribute event tickets & log ticket sales
Committee	Review placing an ad in <i>The Ottawa Citizen</i> "Our Town" Section