

**MINUTES**

Present: Jan Hynes, Roger Lalonde, Merri Legris, Ross Maxwell, Carole Moulton, Murray Sands, Lyn Wells, Frank Allan, Bob Martin,  
Regrets: Bonnie Cheung, Carol Kirby, Steve Moretti, Elda Allen, Terri Munro, Barbara Clark, Patrick Holloway, Mary Lou Fleming

1. Welcome and Call to Order: Jan called the meeting to order at 9:33 a.m.

2. Approval of Agenda

The following items were added to the agenda:

7(a) – Distribution of Posters - Carole

Moved by Jan Hynes, seconded by Carole “THAT the agenda be approved as amended.

**CARRIED**

3. Approval of Minutes – April 15, 2019

The following correction was noted:

- Bonnie contacted Hunt Club Nissan not Tony Graham;

“Moved by Jan, seconded by Carole, “THAT the minutes of the April 15th meeting be approved as amended.”

**CARRIED**

4. Business Arising:

a) Translation of webpage;

- French translation has been added to the “Get tickets” page on the Reunion website.

b) Update on Algonquin:

- Lyn spoke with Jennifer’s assistant, Cathy Bell to discuss details;
- Price of meal per person is \$37.50 (after a reduction by Algonquin of \$2.50);
- Based on 200 attendees, total price would be \$7500 (+HST and Gratuity), although this is not a firm commitment at this time;
- Setup regarding location and number of tables will be the same as in previous years;
- No ice sculpture this year, and since walls are freshly painted, all advertisement must be free standing (nothing taped to the walls);
- Decided that black table cloths would be best for all tables, including the registration and silent auction tables;
- Lyn will meet with Jennifer in person later in May or early June.

c) Report on new Silent Auction items from committee members:

- Bonnie has commitment from Hunt Club Nissan for 3 oil changes and 2 car detailing packages;
- Lorne Rachlis dropped off a painting from Louise and an OBE hat;
- Ross reported that he has submitted a request to the SENS Foundation;
- Carole indicated that she has sent a letter to Marjorie Loughrey's daughter, Ann Bowman, requesting a donation;
- Lyn will request sponsorship of \$1000 from Myers;
- Carole will contact Elda to have her contact Jane Dobell re rental of her cottage;
- Carole will request a donation from Kristy's.

d) Ticket Sales:

- 26 to date;
- Expect to sell more at the June FOBEEP luncheon;
- Murray asked to bring a float to the luncheon in case cash purchases are made;
- No response from Peggy and Terry West, so Jan to contact them again.

e) Tax Receipts from Education Foundation:

• The following message was received from the director of the Education Foundation; "I'd be happy to send thank you's and issue tax receipts for in-kind donations as long as they are clearly marked with a dollar amount; it cannot be estimated. Those that do not have a dollar amount will not be able to receive a receipt as the item has to be appraised which ends up costing the Foundation."

5. Sub-Committee Reports

a) Entertainment:

- No member available at this meeting to report.

b) Advertising/Social Media:

- Message sent to the primary email address of 357 OPERA members;
- Carole has already advertised in Riverview Park Review, she will forward ads to other community newspapers that do not charge for advertising;
- Roger will arrange for ad in June issue of RTO retirees' magazine – Renaissance and the August/September issue of Horizon 27 which is distributed to 4200 Ottawa Carleton retirees.

c) Silent Auction:

- Carole to forward email to all committee members from Bonnie giving Charitable Institution info from the Education Foundation.

d) Venue and Decoration:

- Covered in Update from Algonquin.

6. Financial Report:

Murray distributed a financial report which showed a bank balance of \$447.51 with a Gross Balance of \$1119.51 (which includes encumbered ticket sales of \$672)

Moved by Murray, seconded by Roger “THAT the report be approved. **CARRIED**

7. Other Business

a) OBE Ad Posters

- Carole distributed posters to the committee for display in public venues

8. Next Meeting - Monday, June 17, 9:30 a.m.

9. Adjournment – 10:29 a.m.

<b>Action Items:</b>	
Jan	Contact Terry and Peggy West
Murray	Bring Float to June FOBEEP Luncheon
Carole	Letter to Kristy’s for donation
	Contact Elda to have her check on rental of Jane’s cottage
	Forward email to committee members with Charitable Institution information
Carole, Merri & Committee	Continue to seek out donations for silent auction
Lyn	Meet with Jennifer in late May or early June
Pat	Continue to Work with Steve re: slide show/video
Roger	Ad sent to Renaissance and Horizon 27 for next publication
Ross	Distribute event tickets & log ticket sales