

20-Year Reunion Planning Meeting Agenda

Meeting #1 – Aug 4, 2009

(re)INTRODUCTIONS

COMMITTEE JOBS

- ◆ **Chair/Co-Chair** (arrange & drive meeting agendas, communicate with classmates, and facilitate administration of subcommittees) -- **Jennifer was elected (no one else wants to do it ☺)**
- ◆ **Treasurer** (responsible for keeping a record of those who have paid for their tickets, depositing the money, writing checks from the account for expenses, etc) – **Dora volunteered**
- ◆ **Secretary/Recorder** (take notes at meetings & draft minutes following each meeting) – **Jenna volunteered**
- ◆ **OTHER?**

Sub COMMITTEES (many sub committees will work together)

1. **Venue** (research locations costs, availability, etc.)
2. **Entertainment** (research options: band, DJ, etc.)
3. **Promotion/Publicity** (responsible for developing promotional plan, sending out PRs)
4. **Mailings** (responsible for hard-copy mailings to find classmates, invitations, tickets , etc.)
5. **Classmate Finder** (use all means available to find missing classmates and direct them to website)
6. **Decorations** (research options, costs, etc.; will coordinate event day decoration set up)
7. **Souvenirs** (research options, costs, etc.)
8. **Memory Book** (research options, costs, etc.) – **(Jennifer) get ideas from Class Creator Forum to share with committee**
9. **Games** (research options, costs, etc.)
10. **Fundraising** (donations, sponsorship, advertising sales)
11. **Food & Beverage** (research options, costs, etc.)
12. **Door Prizes** (research options, costs, etc.)
13. **Multimedia** (slide show, photo scanner, coordinate with photographer)
14. **Survey Development** (includes polls for class creator website)
15. **Design** (logo, invite, tickets, program, memory book)
16. **Memorial Table**

EVENTS, LOCATIONS, TIMES, DATES

- ◆ Decide on the number and kinds of events we want to have – **Ask class via Survey**
 - Discuss possibility of icebreaker event, picnic, sporting event, etc.
 - Discuss reunion dinner/dance (semi-formal?)
- ◆ Discuss possible locations of events – **Tommy & Jennifer are researching venues, but type will be determined by the survey results**
 - Icebreaker (Midnight Rodeo, Cowboys, etc.) – **Stockyards, Josabi's**

- Dinner/Dance (Hotels, resorts, Port USA) – Pedrotti's, Sunset Station
- Family Event (local park, Cibolo ranch, Dave & Busters)
- ◆ Discuss dates and times of all events
 - Should we ask the class or just make a command decision? – ASK Class via Survey – limit choices to 3 or 4.

EVENT SPECIFICS (this could be tabled and given to sub-committees to discuss offline & present options at next meeting)

- ◆ For each event, discuss ideas for the following
 - To theme or not to theme the event -- Theme ideas: “back in the day”, Redneck....
 - Food and alcohol options (buffet, heavy hors 'd oeuvres, open bar, cash bar, drink tickets)
 - Decoration (including memorabilia display & memory table) (Jenna will be working this, need more committee members to help)
 - Entertainment (music plus any kind of 'program' we might want to have)
 - Prizes (door, games)
 - Souvenirs – Tommy has a company that he may be able to get deeper discount
 - Silent auction – Cindy will be working this (need more committee members to help)
 - Other activities – Networking time set up at beginning of event to allow classmates looking to do some business networking to mingle (45 min)

PRELIMINARY BUDGET – Most of the budget will be determined following survey results

- ◆ Discuss starting a bank account: where, when, under what organization name, etc.?
- ◆ Do we want to rent a PO Box? – Dora will Donate the P.O. Box rental for one year
- ◆ Make list of expected expenses, (sub-committees should use this list as a guide to creating their budget projections for 2nd meeting) including:
 - Location rental(s)
 - Dance floor
 - Insurance
 - Other related costs
 - Food and alcohol
 - Cost of actual meals/drinks
 - Serving staff
 - Utensils, plates, napkins, glassware
 - Tax and tips
 - Tables, chairs, linens, etc.
 - Entertainment
 - Band or DJ – Band options: South Texas Destroyers, Papa Wood, Myer Anderson
 - Audiovisual equipment, if not provided by facility
 - Mail outs
 - Paper supplies
 - Printing/copying
 - Postage

- Photographer
- Decorations
 - Centerpieces
 - Banner
 - Other decorations?
- Souvenirs
 - Cups, pencils, shirts, etc.
- Memory book
- Prizes
- **Web site** (domain registration, subscription vs. “free member”) – Jennifer will pay for domain name and subscription for one year (\$19 +\$97)
- Misc. supplies?
 - Name Tags
 - Certificates
- ◆ Discuss ticket sales
 - Set ticket price (will be determined once we get budget inputs from sub-committees)
 - We will need to decide on amount to collect from committee members and collect for preliminary expenses, including deposits on facilities, entertainment, first mail out
 - Discuss ticket sales options – did not cover this except for discussing online sales is ideal
 - Sell for each individual event or one for all events?
 - Reduced ticket price for paying before a certain deadline? (earlybird, regular & @ door)
 - Accept partial ticket payments?
 - Paypal? Checks? (receipts for checks)
 - At the door?
- ◆ Discuss other ideas for fundraising – Donation button on website, advertising sales, sponsorships & donations from classmates and local businesses.

PROMOTION PLAN

- ◆ Discuss reunion logo – do we want one? Who can design it? – Yes we want one – need someone to design it.
- ◆ Discuss Web site, suggestions for content, etc. – Networking corner (April will be set up as second admin and take a look at the site and 3rd party plug-ins we can use to make site more interactive and useful)
- ◆ Discuss proposed mailing schedule – did not cover this
- ◆ Discuss content of first mailing – did not cover this
- ◆ Radio/TV/Newspaper contacts for Class Creator Press Release (\$50 for all referrals from PR) – did not cover this

CLASSMATE SEARCH (Need mailing address, e-mail, & phone#) – did not cover this except that all committee members need to reach out to their network of friends/associates to encourage them to register at the class reunion site (www.taft RAIDERS1990.com)

- ◆ Mail postcard to old addresses?
- ◆ People search site – Cost? Is it worth it?

- ◆ Other? (Zabasearch.com, whitepages.com, yellowpages.com, Facebook, MySpace, Reunion.com, Classmates.com, LinkedIn, ZoomInfo...)

REGISTRATION TABLE – did not cover this

- ◆ Suggestions for who to ask to run the registration table (so we don't have to)

OTHER– did not cover this

- ◆ Invite other classes?
- ◆ Tour of Taft?
- ◆ Hotel room block (need estimate on # that will stay at hotel +- 10%)
- ◆ Timeline (will be based on sub-committee findings & decisions at next meeting)
- ◆ Meeting Schedule

Set next meeting date. – Thursday, Sept 10 @ 7p.m., Location TBD