

OHS '63 & '64 Reunion Committee

AGENDA FOR MEETING

Sunday, December 10, 2017 10:00 AM at Tom's house

- 1. Call meeting to order:**

- 2. Members present:**

- 3. Review and confirm Minutes of November 5, 2017 and November 9, 2017 meetings.**
 - A. Minutes of November 5, 2017 meeting:**

 - B. Minutes of November 9, 2017 meeting at the Marriott:**

- 4. Update from Fred Clay regarding the renaming of the Reunion Committee's checking account.**

- 5. Update from Fred Clay and Tom Corpus regarding the addition of the signature authorization for Tom on the Reunion Committee checking account.**

- 6. Update from Tom regarding the transfer of funds from the Class of 64's 50th Reunion checking account.**

- 7. Update from Tom regarding locating and taking possession of the Class of 64's Reunion banner and memorial board from Phil Myers.**

- 9. Update from Tommie regarding any additional information from her niece regarding photography services.**

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10. ***Review by Phil of the Committee's meeting at the Marriott with Audra Wilson. Q & A session from Committee members regarding any unclear items.***

11. ***Review and discussion about the Marriott contract terms.***

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15. Begin listing and estimating Reunion expenses based upon the Committee's decision in Items #11, 13 and 14 above.

- A. Venue rent. \$**
- B. Venue Service fee of 21% of total food service cost. \$**
- C. Sales tax of 7.75% of total food service cost. \$**
- D. Security guards. \$**
- E. Bartenders. \$**
- F. Photographer. \$**
- G. Entertainment. \$**
- H. Decorations. \$**
- I. Stationery. \$**
- J. Postage. \$**
- K. Printing supplies. \$**
- K. Door prizes. \$**
- L. \$**
- M. \$**
- N. \$**
- O. \$**
- P. Miscellaneous. \$**

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16. New business.

A. Discuss and decide upon the minimum number of attendees upon which to base the registration fee:

B. Discuss and vote upon menu choices.

C. Report from Phil regarding upcoming plans to make Reunion announcement via email and USPS.

17. Set date and time for next meeting.

18. Adjournment.