



Planning Committee Meeting Minutes

Date: Friday, August 11, 2017

Time: 8:00 pm – 9:30 pm

Attendees:

- Judith Greene Peake
- Kylan Poullard
- Shania Douterive
- Odell Brown
- Leonard Ford
- Martin (Scooby) Fontenot
- Tantalous Smith
- Kevin Scott

Meeting called to order by Odell Brown with prayer. Special prayer for Brenda Milner and her family in the passing of her sister. More information forthcoming.

Following are notes from the meeting along Standing Committee lines.

REUNION/HOMECOMING PLANNING COMMITTEE (UNDERGRAD LEVEL):

- Question: Does Iota Mu have an existing P.O. Box? If so, what is the address?
Answer: Yes. P.O. Box 4529, Natchitoches, LA 71457
- Question: Who has access to the box? Answer: Iota Mu President, Secretary, Treasurer.
- Question: Does Iota Mu undergrad chapter have existing Reunion/Homecoming plans that should be included in the current discussions? Answer: There were preliminary discussions of a tailgate, tickets to the game, and some decorations, potential inclusion on the Homecoming Court, attendance at the parade, but no definitive plans were made. When current members saw the Alumni plans, they thought those Reunion plans could be consolidated for both groups. Thus, one Reunion/Homecoming Plan.

- Question: Has Iota Mu undergrad already reserved some meeting room space at NSU and/or tailgating space for the game? Answer: No.

REGISTRATIONS:

- Need to confirm Registration Chair and committee members.
- Local undergrad members should be included on this committee: President, Secretary, Treasurer, plus Alumni members.
- Registration Fees: Approved as per the Reunion Planning Package.
- Registration fees will be mailed to a P.O. Box. The box will be checked periodically during the week. Proper reporting will be done and will follow the Communications Timeline included in the Reunion Planning Package as well as at the scheduled Planning Committee meetings.
- Should work closely with the Budget/Finance Committee to ensure proper receipt, recording, and depositing of monies received.
- Tasks to be done:

Registration Tasks	Person	Status
Give names of local officers and their contact information to Odell Brown for inclusion in Reunion Planning Package	Shania Dauterive	
Approved Online Registration Form link to be emailed to mailing list by April 15.	Odell Brown	

COMMUNICATIONS:

- There should be a combined mailing list for the Deltas and Omegas. Odell Brown will be the keeper of this list for communications to the Iota Mu Sisters and Theta Delta Brothers for the e-Newsletter.
- Committee Chairs may have committee mailing lists and/or means of communicating within their respective committees.
- Communications Timeline: There were no changes made to the existing Communications Timeline at this meeting.
- Minutes of this meeting will be prepared and sent to the Planning Committee.

Communications Tasks	Person	Status
Prepare and disseminate minutes of this meeting to Planning Committee.	Odell Brown	
Continue to provide contact information for Iota Mu and Theta Delta Alums to add to the combined mailing list.	Planning Committee Members	
Obtain schedule/list of Homecoming activities from Black Alumni Association Chair for communication to the Planning Committee	Tantalous Smith	

HOSPITALITY:

- Local Brothers and Sisters were added to this committee given that we need “boots on the ground” there in Natchitoches (e.g., Clyde Roque, Calvin Coates, Brenda Milner, current Iota Mu Officers, etc.).
- Blocked hotel room rates have been obtained for the Hampton Inn. Rates for other hotels (Best Western, Holiday Inn Express) have not been confirmed at this time.
- See separate document for Hampton Inn room rates and policies.
- Discussions to be held with Clyde Roque to see if he will agree to be chair.
- There is a potential DJ and potential caterer for the Reunion events.
- Although not discussed during the conference call, the estimated budget calls for security during our event. Thus, this task should be added to the list.

Hospitality Tasks	Person	Status
Discuss with Clyde Roque as being Chair of this committee	Odell Brown	
Check on DJ and provide contact information	Kevin Scott	
Check on caterer and provide contact information	Kevin Scott	
Check on photographer and provide contact information	Hosp. Committee	
Check on Security and provide contact information	Hosp. Committee	
Follow on block hotel rates at Best Western and Holiday Inn	Clyde Roque	

TAILGATING/PICNIC:

- Brother Tantalous Smith has agreed to chair this committee. Shania Douterive and Judith Greene agreed to work with this committee. Other names are to be added to this committee. Those names and contact information should be forwarded to Brother Smith.
- The spot that Brother Smith has reserved will be used for the Reunion tailgating. This spot is agreed to by the committee.
- Initial game ticket prices have been obtained: \$6.00 for student (sunny) side or \$12 for the Home (shady) side. Brother Smith will work with NSU for any other pricing. If Sister Milner has a contact and can beat those prices, we will go with those instead.

Tailgating/Picnic Tasks	Person	Status
Confirm members for this committee.	Tantalous Smith	
Confirm game ticket prices	Tantalous Smith	
Planning Committee members are to recommend other Alums who should be added to the Standing Committees. Note: These are workers, not just in NAME ONLY.	Planning Committee	

BUDGET/FINANCE:

- Added Miracle Mays (undergrad) to this committee. Other names to be added as needed.
- The bank account that school organizations currently use: City Bank and Trust.
- Discussions of whether we will use this bank and determine whether a separate sub-account can be set up specifically for the Reunion. Otherwise, ongoing discussions to set up a temporary Reunion bank account.
- Not discussed during the meeting, but budget templates are needed.

Budget/Finance Tasks	Person	Status
Confirm bank account to be used for the Reunion	Budget/Finance Committee	
Propose templates to use by Standing Committees	Odell Brown	
Draft Registration Procedures (receipt, submission, and reporting of funds)	Erwin Wilson	

SCHOLARSHIP:

- Several Planning Committee members felt that the goal of awarding local scholarships was too daunting a task for the amount of time between now and the Reunion. After some discussion, two (2) other suggestions were made:
 - Deltas: Homeless Shelter Project in Kenya (Shania to get more information on this.
 - Omegas: School supplies and/or other help for local boys (Kevin to get more information on this)
 - Discussion: Split the funds raised evenly among these projects.

Thus, the Scholarship Committee was disbanded and became the Community Service Committee.

COMMUNITY SERVICE:

- The Deltas and Omegas have typically tried to leave a local impact to the Natchitoches community so the above-mentioned projects would be more in line with that goal.
- \$10 of each registration would go toward these two (2) projects.
- This committee needs a chair and members.

Community Service Tasks	Person	Status
Obtain updated information for the Homeless Project in Kenya	Shania Douterive	
Obtain updated information on the local boys project	Kevin Scott	
Name a chair for this committee and secure members.	Planning Committee	

MEMORIAL SERVICE:

- Discussion was held as to when best to have this sacred service. Historically, the Homecoming Game has been a day game; thus, this service was held after the game, later that night. Given that this year's game is a night game (6:00 pm), having this service after the game may not be the best idea. Thus, discussions were held to have it on Sunday morning (9:00 am – 10:00 am).
- Delta undergrads mentioned potential venues on campus.

Memorial Service Tasks	Person	Status
Obtain updated information on potential venues.	Shania Dauterive	
Name co-chairs for this committee (Delta and Omega).	Planning Committee	
Continue the running list of deceased Omegas and Deltas.	Planning Committee; All	
Check with Brother Dawson	Leonard Ford	
Inform Sister Lewis	Judith Greene	
Check with Frances McFarland Morgan	Judith Greene	
Check with Brothers from his decade for inclusion on this Committee	Kevin Scott	
Check with Reginald Williams for inclusion on this Committee	Tantalous Smith	

OPEN FORUM:

- Discussion was held as to when would this meeting occur, who is the targeted audience, and what topics would be included. Some discussion points:
 - Undergrads on campus (about 10) would be involved in other activities and would probably not attend:
 - Homecoming Court
 - Potential local parade
 - Helping with preparation for tailgate/picnic
- Alumni would not attend:
 - Not really interested
 - Supporting the folks who are preparing for the tailgate/picnic
- Suggested topics were proposed; however, this idea was tabled for now (if not deleted altogether).

OMEGA SOUVENIR PACKAGE:

- Question: Does the \$150 price include the listed items as well as other Reunion activities? Answer: No. The \$150 price is for the listed items only.
- Question: Can the items be purchased separately? Answer: No. It is all or nothing.
- Deadline date is September 29, 2017.
- Payments online at thedeltaalumni.org via PayPal.

Souvenir Committee Tasks	Person	Status
Continue to market and follow on the interest of this package among the Brothers.	Kevin Scott	

OTHER DISCUSSIONS:

- Sunday Church Service: At First Baptist Church on North Street (in honor of Brother Lewis. Judith to inform Sister Lewis.
- Revised Weekend Schedule: See separate document.
 - Deleted the Open Forum
 - The usual competition with other Homecoming activities being held after the game. Yes. However, all Reunion Registrants do not have interest in attending those After-Game activities and would need some place to gather. Thus, the continued need for a Hospitality Suite on Saturday night.
- Potential Omega Float: Kevin mentioned that there was some mentioning of this among some Brothers of his decade.

- Standard Meeting Nights: Friday night at 7:30 pm using the call-in number provided:
 - Call-in Number: 605-475-4210
 - Passcode: 2499153
 - Next Meeting: Friday, August 18, 2017 at 7:30 pm.
- Lunch on Sunday after church: Not discussed at this time.

Respectfully Submitted,

Odell L. Brown

Odell L. Brown, Spring '72, Funky 18 ("King")