



## **Planning Committee Meeting Minutes**

**Date:** Friday, August 18, 2017

**Time:** 7:35 pm – 8:50 pm

### **Attendees (12)**

- Odell Brown
- Judith Greene Peake
- Kylan Poullard
- Gisele Proby-Bryant
- Leonard Ford
- Tantalous Smith
- Kevin Scott
- Pete Francisco
- Johnathan Cojocar
- Reginald Williams
- Myron Harris
- Henri Wesley

Meeting called to order by Odell Brown with prayer. Continued prayers for Brenda Milner and her family in the passing of her sister. The funeral is Saturday, August 19, 2017.

Following are notes from the meeting along Standing Committee lines. (See separate list for Standing Committee members and major tasks).

## **REGISTRATIONS:**

- Registrations Chair is Gisele Proby-Bryant. Others are added as desired/needed.
- There was a change in Registration fees for the undergrads since the August 11<sup>th</sup> meeting. The fee is now \$25 per person or \$50 per couple.
- There is an estimated 10 undergrad Deltas at NSU. At this time, there is uncertainty as to the number (if any) of undergrad Omegas on campus.
- The Online Registration Form went live on August 16, 2017. The link to the Registration Form was included in the August 16<sup>th</sup> E-Newsletter and posted on the Theta Delta Flagship Facebook page.
- There are **13** registrations at this time. (See separate listing.) All Planning and Standing Committee members should definitely lead the way by registering before the targeted deadline date of August 31.
- All persons who desire to attend the Reunion should complete the Online Registration Form by **August 31, 2017**. This facilitates proper planning and execution.
- Payment should be made by **September 8, 2017**. Payments should be made payable to **Theta Delta/Iota Mu Alumni Reunion** and mailed to:

**Erwin Wilson**

**Post Office Box 1057**

**Mandeville, LA 70470**

- Standing Committee Chairs: See the "Accounting Policies and Procedures" document and templates for the receipt, disbursement, and reporting of funds.
- The Registrations Chair (Gisele Bryant) will work closely with the Budget/Finance Chair (Erwin Wilson) with regard to Reunion activities.
- The meeting room across from the Holiday Inn Express Registration Desk will be used for Reunion Registration. This is a complimentary room.
- The Meet & Greet room will be the St. Denis Room at the Holiday Inn. This is a complimentary room.
- Gisele Bryant (Chair) asks that any Iota Mu Delta or Theta Delta Omega who has the ability and/or connections to obtain souvenir items, gift cards, etc. for the registration packets should contact her and let her know. Gisele's contact information is: [gpbryant58@yahoo.com](mailto:gpbryant58@yahoo.com) or 318-780-7926.
- Tasks to be done:

Registration Tasks	Person	Status
Iota Mu undergrads will complete the Online Registration Form individually; however, they will submit one check for the payment of all registrants by the deadline date.	Iota Mu Undergrads	
Obtain souvenir items for registration packets.	Registration Committee to lead these efforts.	
Research the design and potential for a Reunion T-Shirt. (Several leads were mentioned within our Delta/Omega network.)	Registration Committee to lead these efforts.	

**COMMUNICATIONS:**

- E-Newsletter went out on August 16 to all on the mailing list.
- If you talk to someone who did not receive the e-Newsletter, just forward it to them, or send Odell Brown their email address and he will immediately add them to the mailing list. Omissions are not deliberate.
- Leonard Ford emailed an appeal to the Theta Delta Brothers on August 18.
- Others are asked to write appeals to be included in future E-Newsletters.
- The minutes of the August 11, 2017 Planning Committee meeting were emailed to all on the Planning Committee at the time. A link to the minutes was included in the e-Newsletter for visibility to all on the mailing list.
- Tantalous Smith spoke to the Black Alumni Chair. The events thus far will be a meet & greet, tailgating/picnic, and function after the tailgating. The fee for each is \$10.
- Kylan Poullard stated that the Homecoming Parade is scheduled for Saturday morning. Kylan also stated that a Yard Show will be held on Friday, October 20.
- Plan to us GroupMe as the communications tool for Registrants during Reunion weekend.
- Tasks to do:

<b>Communications Tasks</b>	<b>Person</b>	<b>Status</b>
Obtain a Calendar of Events from Brenda Milner at a later date when she returns to work.	Communications Committee	
Appeal to your line and others to register for the Reunion.	ALL	

**HOSPITALITY:**

- Calvin Coats will chair this Committee. Brother Coats lives in Natchitoches.
- See the Standing Committee Listing for other persons on this Committee.
- Hotel Room blocks have been made. (Thanks to Clyde Roque.) This information has been included in communications to all on the mailing list.
- Blocked hotel room rates have been obtained for the Hampton Inn, Comfort Suites, Holiday Inn Express, and Best Western.
- Since alcohol will be served (BYOB as to hard liquor), the hotel requires security which they will provide. The cost is \$25/hour.
- Alcohol served during the Reunion is limited to beer. If other liquor is desired, registrants are to provide their own.
- The Conference Hall at the Best Western has been reserved for the Saturday night activity.
- Tasks to be done:

<b>Hospitality Tasks</b>	<b>Person</b>	<b>Status</b>
Check on DJ and provide contact information. (It appears that the Brother who DJs has a conflicting schedule.)	Kevin Scott	
Check on caterer and provide contact information.	Kevin Scott Shania Dauterive Judith Greene Peake	
Check on photographer and provide contact information	Hosp. Committee	
Check on potential Meet & Greet room at the Hampton Inn (backup for the Holiday Inn Express).	Kylan Poullard	.

**TAILGATING/PICNIC:**

- Brother Tantalous Smith has agreed to chair this committee. See others included on the Standing Committee list.
- 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 reduced pricing. If Sister Milner has a contact and can beat those prices, we will go with those instead.
- Tasks to be done:

<b>Tailgating/Picnic Tasks</b>	<b>Person</b>	<b>Status</b>
Confirm game ticket prices	Tantalous Smith	
Kevin Scott to provide contact information to Tantalous Smith for others to add to this committee.	Kevin Scott	
Obtain the current Tailgating policies at NSU.	Tantalous Smith	
Confirm the menu. (Note: Reunion Committee provides water and soft drinks; any desired liquor is provided by the Registrants.)	Tailgating Committee	

**BUDGET/FINANCE:**

- Erwin Wilson is the Chair.
- The bank account should be opened in the name of Theta Delta/Iota Mu Alumni Reunion. Checks should be made payable to Theta Delta/Iota Mu Alumni Reunion and mailed to Erwin Wilson, P.O. Box 1057, Mandeville, LA 70470.
- Accounting procedures with regard to receipt, disbursement, and reporting of funds have been written.
- Reporting templates have been established.
- See separate document for Estimated Budget. Adjustments to be made as more information obtained.
- This committee should explore electronic payment, e.g., PayPal.
- Tasks to be done:

<b>Budget/Finance Tasks</b>	<b>Person</b>	<b>Status</b>
Confirm bank account to be used for the Reunion	Erwin Wilson	
Check into the use of PayPal	Erwin Wilson	
Update the budget estimates based on updated information, as needed.	Budget Committee	

### **SCHOLARSHIP (Idea nixed at this time)**

#### **COMMUNITY SERVICE:**

- \$10 of each registration would go toward two (2) Community Service Projects.
- This committee needs a chair and members.
- Tasks to be done:

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

#### **MEMORIAL SERVICE:**

- Co-Chairs are Gisele Bryant and Reginald Williams.
- Sunday morning: 9:00 am – 10:00 am.
- Delta undergrads mentioned potential venues on campus.
- Tasks to be done:

<b>Memorial Service Tasks</b>	<b>Person</b>	<b>Status</b>
Obtain updated information on potential venues.	Shania Dauterive	
Continue the running list of deceased Omegas and Deltas.	All	
Inform Sister Lewis of the Memorial Service.	Judith Greene Peake	

Check with Brothers from his decade for inclusion on this Committee	Kevin Scott	
---	-------------	--

**OPEN FORUM (Idea nixed for now)**

**OMEGA SOUVENIR PACKAGE:**

- The \$150 price is for the listed items only (price does not include Reunion activities). The price is all or nothing.
- The deadline date is September 29, 2017.
- Payments to be made online at thedeltaalumni.org via PayPal.
- Need to modify language on the website: References to the \$150 including items plus Reunion activities. This could be misleading.

<b>Souvenir Committee Tasks</b>	<b>Person</b>	<b>Status</b>
Continue to market and follow on the interest of this package among the Brothers.	Kevin Scott	
Modify the website wording as needed to clarify the \$150 pertains to items only.	Kevin Scott	

**OTHER DISCUSSIONS:**

<b>Other Items</b>	<b>Person</b>	<b>Status</b>
Inform Sister Lewis of service at FBC North Street on Sunday.	Judith Greene	
More info on the Step Show on Friday.	Iota Mu	
Obtain more info on potential float in parade.	Kevin Scott	
Verbal approval has been obtained from the DR for the Reunion. Follow for Event Insurance certificate	Odell Brown	

Discuss the possible lunch on Sunday after Church.	Planning Committee	
Attend Standard Planning Committee weekly meetings:  *Call-in number: 605-475-4210 *Passcode: 2499153	Planning Committee	

Respectfully Submitted,

*Odell L. Brown*

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