



## **Planning Committee Meeting Minutes**

**Date:** Friday, August 25, 2017

**Time:** 7:35 pm – 8:38 pm

### **Attendees (11)**

- Odell Brown
- Frances McFarland Morgan
- Gisele Proby-Bryant
- Leonard Ford
- Tantalous Smith
- Kevin Scott
- Calvin Coats
- Brenda Milner
- Reginald Williams
- Myron Harris
- Shania Dauterive

Meeting called to order by Odell Brown with prayer by Gisele Proby Bryant. Prayers in mind for those affected by Hurricane Harvey.

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

## REGISTRATIONS:

- No committee meeting since last Planning Committee meeting.
- There are **27** 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**

- Kevin Scott offered to work with Erwin Wilson in getting PayPal as a viable option for payment.
- At this time, there is no change in venue for Reunion Registration (Holiday Inn Express Meeting Room, across from hotel check-in desk), or in Meet & Greet (St. Denis room down the hall.). The St. Denis room can hold approximately 50 people.
- The goal is 75 people registered.
- Name badges and registration bags will be donated.
- Continued asks for any Iota Mu Delta or Theta Delta Omega who has the ability and/or connections to obtain souvenir items, gift cards, department store 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. (Put in e-newsletter.)	Registration Committee to lead these efforts.	

Research the design and potential for a Reunion T-Shirt. (Reach out to Jerry Williams.)	Registration Committee to lead these efforts.	
Everyone reach out to at least 5 people they know to register for the Reunion.	ALL	
Reach out to your Line Brother or Sister to register for the Reunion.	ALL	

**COMMUNICATIONS:**

- E-Newsletter went out on August 21 to all on the mailing list.
- The minutes of the August 18, 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.
- Continue to weekly Planning Committee meetings and continue the e-Newsletters.
- 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	
Reach out to Dale Sibley and Sydney Thornton.	Gisele Bryant	

**HOSPITALITY:**

- Photographer option for Saturday and Saturday night: Doug Raphael, \$200. Pictures at tailgate and in hospitality suite. Option for individual pictures at nominal fee (e.g., \$10) with back drop, etc.
- Discussion to pursue other photographer(s) in Natchitoches area.
- Tantalous Smith called the Hampton Inn. There is no Hospitality-type room offered by the hotel.

- Continued conversations about the need to be able to bring in our own food for the Meet & Greet. Further discussions to come.
- Finger foods were mentioned as the goal for the Hospitality Suite and Meet & Greet.
- The Conference Hall at the Best Western has been reserved for the Saturday night activity. Review whether it is also available for the Meet & Greet on Friday night. (This is due to the Holiday Inn Express' policy of not being able to bring in outside food.)
- DJ option: Brother Ge Rawlings. Has ample equipment to serve multiple functions. Will provide music for 3 events: Meet & Greet on Friday night; Tailgating on Saturday afternoon; Hospitality Suite on Saturday night.
- Possible Caterer: Brother Adam Pierre, who lives in Locust Grove, GA. (Contact information: [apierreiii@yahoo.com](mailto:apierreiii@yahoo.com); 404-556-3457). Question: Does he have a website?
- Continued check on caterer options for comparison.
- Tasks to be done:

<b>Hospitality Tasks</b>	<b>Person</b>	<b>Status</b>
Check on caterer options and provide contact information.	Hospitality Committee	
Check on local photographer and provide contact information.	Hosp. Committee	
Add Ivy Mitchell and Lakeisha Carey to the Hospitality Committee.	Odell Brown	Done. Email sent to them on 8/26.
Pursue option for local photographer for comparison.	Calvin Coats	

### **TAILGATING/PICNIC:**

- No Committee Meeting since last Planning Committee Meeting.
- Brother Tantalous contacted the Asst. Athletic Director at NSU. To date, there is no change in the price: \$6.00 for student (sunny side) or \$12 for the Home (shady) side.

- Section I (shady side) has been reserved for 50-75 people at \$12/person. Close by is Section J which is general seating; thus, we should be in the same general area. Confirmation/payment date of September 8, 2017 should be okay.
- Tents obtained: 3, 10 x 10 tents; 1, 10 x 20 tent.
- Tables and chairs to be investigated more. Leonard Ford suggested to contact Thomas Foster—perhaps there could be some assistance in this area.
- Targeting serving time: 1:00 pm
- Need for security during tailgating/picnic (control environment).
- Tasks to be done:

<b>Tailgating/Picnic Tasks</b>	<b>Person</b>	<b>Status</b>
Secure game tickets	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	
Contact Thomas Foster regarding table and chairs.	Calvin Coats	
Secure security for tailgating.	Tailgating Committee	
Check with Frances M. Morgan for bread.	Tantalous Smith	

**BUDGET/FINANCE:**

- No update on the opening of the bank account in the name of Theta Delta/Iota Mu Alumni Reunion at this time. For now, the checks or money orders should be mailed to Erwin Wilson, P.O. Box 1057, Mandeville, LA 70470.
- Kevin Scott offered assistance to Erwin Wilson for PayPal option.
- Estimated Budget updated based on new information. See separate document.
- 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 Kevin Scott	
Update the budget estimates based on updated information, as needed.	Budget Committee	Updated as of 8/25
Event Insurance Quote obtained. Price: \$375. Additional comparisons to be obtained (e.g., Brother Reginald Grace's sons).	Odell Brown	

**COMMUNITY SERVICE:**

- Addition information to be obtained for the 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 (Brother Matthews). Ask him to submit a proposal.	Kevin Scott	
Name a chair for this committee and secure members.	Planning Committee	
Explore opportunities for other local-area community service possibilities.	Brenda Milner	

**MEMORIAL SERVICE:**

- Discussions with regard to combining Memorial Service and Church Service given that folks will be getting on the road that morning.
- Consider Church Service with our own Brothers as the speaker(s).
- Review possible venues that involve seating options.
- Tasks to be done:

<b>Memorial Service Tasks</b>	<b>Person</b>	<b>Status</b>
Obtain updated information on potential venues (Wesley Center).	Shania Dauterive Brenda Milner	
Continue the running list of deceased Omegas and Deltas. Be sure to give as much information as possible.	All	
Inform Sister Lewis of the Memorial Service.	Judith Greene Peake	
Check with Brothers from his decade for inclusion on this Committee	Kevin Scott	

**OMEGA SOUVENIR PACKAGE:**

- The deadline date is September 29, 2017.
- Payments to be made online at thedeltaalumni.org via PayPal.
- Deltas may be interested in a souvenir package for the sorors as well.

<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	
Send Gisele Bryant the information for possible consideration among the Deltas.	Kevin Scott	

**OTHER DISCUSSIONS:**

<b>Other Items</b>	<b>Person</b>	<b>Status</b>
Inform Sister Lewis of Memorial Service on Sunday.	Judith Greene	
More info on the Step Show on Friday.	Kylan Poullard	
Obtain more info on potential float in parade (use of trailers, etc.)	Kevin Scott	
Investigate what approval and/or policies from NSU for floats	Brenda Milner	
Discuss the possible lunch on Sunday after Church.	Planning Committee	Deferred for now
Attend Standard Planning Committee weekly meetings. Next Meeting is Thursday, 8/31 at 7:30 pm. *Call-in number: 605-475-4210 *Passcode: 2499153	Planning Committee	

Respectfully Submitted,

*Odell L. Brown*

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