



Planning Committee Meeting Minutes

Date: Friday, September 15, 2017

Time: 7:40 pm – 8:00 pm

Attendees (3)

- Odell Brown
- Leonard Ford
- Peter Francisco

Meeting called to order by Odell Brown with thoughts and prayers for committee members who've lost loved ones this week: Frances McFarland Morgan in the loss of her nephew, and Tantalous Smith in the loss of his grandmother.

Note: All persons who've registered should make their checks or money orders payable to **Theta Delta/Iota Mu Alumni Reunion** and mailed to:

Theta Delta/Iota Mu Alumni 45th Reunion

C/O Gisele Proby Bryant

5635 South Lakeshore Drive

Shreveport, LA 71119

See Task Lists that follow.

45TH REUNION: STANDING COMMITTEE TASK LIST

SEPTEMBER 18, 2017

REGISTRATIONS:

Registration Tasks	Person	Status
Iota Mu undergrads: Send in payments for the 8 people registered.	Iota Mu Undergrads	
Collect and report payments for registrants not yet paid.	Registration Committee	
Confirm the theme for the Reunion.	Registration Committee	
Prepare name badges and wrist badges for all registrants.	Registration Committee	
Collect any onsite registrations	Registration Committee	
Consider: Games to play throughout the weekend.	Registration Committee/Hospitality Committee	
Prepare Registration Packet for all Registrants to include (at a minimum): --Weekend Agenda --List of Registrants --Relevant Information --Souvenir Item --Other	Registration Committee	

COMMUNICATIONS:

Communications Tasks	Person	Status
Update the Alumni Website as appropriate before, during, and after the Reunion. www.thetadeltaiotamualumni.com	Odell Brown	Ongoing
Continue to issue the E-Newsletter on a weekly basis leading up to the Reunion.	Odell Brown	Ongoing
Devise a method for real-time communications among Registrants during the Homecoming Weekend (e.g., GroupMe, text, etc.)	Communications Committee	
Ensure that photos are taken to capture the events during Homecoming Weekend.	Communications Committee	

HOSPITALITY:

Hospitality Tasks	Person	Status
Finalize photographer for the Reunion	Hosp. Committee	
Look into room on NSU campus for possible Meet & Greet for Friday night (to be able to bring in our own food).	Brenda Milner	
Another consideration for Meet & Greet: See if Best Western Conference Hall is available for Friday night.	Hospitality Committee	

Confirm responsible persons for the food items for Friday and Saturday nights.	Hospitality Committee	
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Item	Where Prepared	Person Responsible
Meat pies	Either (there is ample fryer space)*	
Chicken wings	Either (there is ample fryer space)*	
Chicken tetrazzini	Offsite	
Macaroni and cheese	Offsite	
Green beans	Either (there are ample burners)*	
Vegetable tray	Offsite	
Fruit platter	Offsite	
Ice	N/A	
Coolers	N/A	
Music	N/A	

*If desired, these items can be prepared onsite at the Tailgating/Picnic and transferred to the Hospitality Suite for Saturday night event.

TAILGATING/PICNIC:

Tailgating/Picnic Tasks	Person	Status
Secure game tickets in hand at \$12 rate by Friday, October 20 (Note: Based on discussions with NSU contact, tickets must be requested/confirmed in advance of game, but can be paid for as late as following Monday.)	Tantalous Smith	
Confirm/secure security for tailgating (1 person).	Tailgating Committee	
Request tables and chairs as an on-campus organization.	Brenda Milner/Iota Mu	
Confirm the people responsible for the selected food items.	Tailgating/Picnic Committee	

Item	Where Prepared	Person Responsible
Grilled chicken	Onsite (grill)	
Fried fish	Onsite (fryer)	
Smoked sausage	Onsite (grill)	
Red beans and rice	Either (there are burners if desired to prepare onsite)	
Paper Goods	Offsite	Judith Greene Peake
Bread	Offsite	Frances McFarland Morgan

Grill	Ge Rawlings	
Dessert	Offsite	Frances McFarland Morgan
Water	Offsite	
Food Preparers	Tailgating/Picnic Committee	
Setup	Tailgating/Picnic Committee	
Sodas	Offsite	
Ice	N/A	
Coolers	N/A	
Music	N/A	
Beer	Offsite	
Take-down and Cleanup	Tailgating/Picnic Committee	

BUDGET/FINANCE:

Budget/Finance Tasks	Person	Status
Update the budget estimates based on updated information, as needed.	Budget Committee	Ongoing
Consider using Delta Umbrella via Iota Mu (Event Insurance)	Odell Brown Brenda Milner	
Finalize event insurance.	Odell Brown Leonard Ford	
Ensure that payments are obtained from Registrants.	Budget Committee	

Ensure that disbursements are made timely as needed for execution of Reunion tasks.	Budget Committee	
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COMMUNITY SERVICE:

Community Service Tasks	Person	Status
Decide on the Community Service projects.	Gisele Bryant Brenda Milner Kevin Scott	
Decide on appropriate time and place for awarding the contributions.	Community Service Committee	

MEMORIAL SERVICE:

Memorial Service Tasks	Person	Status
Finalize the list of deceased Omegas (including Brother Lewis) and Deltas. Be sure to obtain as much information as possible.	Memorial Service Committee	
Inform Kevin and Renee Lewis of the Memorial Service.	Judith Greene Peake	
Draft the Memorial Service Program and provide details to Planning Committee	Memorial Service Committee	
Reach out to Brother Dawson and others as appropriate for input on the Memorial Service.	Memorial Service Committee	

Omega Souvenir Package:

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

OTHER:

Other Items	Person	Status
Obtain latest/more info on the Pep Rally	Kylan Poullard	
Ensure cooperative spirit among Theta Delta/Iota Mu Reunion, Black Alumni Association, NSU, etc. Avoid any negativity and/or distractions.	Planning Committee	
Attend Standard Planning Committee weekly meetings. Next Meeting is Friday, 9/22 at 7:30 pm. *Call-in number: 605-475-4120 *Passcode: 2499153	Planning Committee	

Respectfully Submitted, Odell L. Brown, Spring 1972, Funky 18