

Reunion Committee

MINUTES

7:00-8:00 PM

CONFERENCE CALL

FACILITATOR	Pete Grady
NOTE TAKER	Pete Grady
ATTENDEES	Sharon (Gerard) Bamberg, Pat (McCarthy) Kaminski, Ann Marie (Meade) O'Neil, Jeanne (Peterson) Meade, Wendy (Millet) Manninen, Fred Wendt, Janet (Jordan) Glidden, Loan (Harrison) Bourque, Cheryl (Hatch) Colby, Eric Nelson, Pete Grady

Agenda topics

ONGOING MEETING SCHEDULE & PROCESS

PETE

DISCUSSION	Meeting frequency and prep for meetings	
CONCLUSIONS	<ul style="list-style-type: none"> For the next year we will meet monthly. Next meeting will be in-person for those that can make it at Wendy's home in Gloucester, MA. We all agreed that we need to meet in person to reacquaint so that future conference calls will be effective. Also thought it would be just plain fun. Also planning to visit a potential event venue to gather info about amenities, cost etc. for learning purposes during in person meeting 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Request folks availability in May for the in person meeting	Pete	18-Feb-2016

COMMITTEE DECISION MAKING PROCESS

PETE

DISCUSSION	How decision will be made	
CONCLUSIONS	<ul style="list-style-type: none"> All major decision (location, date, venue, cost, activities) will be made based on a majority consensus of the class mates All other decision will be made by the Reunion Committee based on majority vote of members in attendance 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NA		

WEB SITE REVIEW

PETE

DISCUSSION	Asked if members wanted admin access to our class web site	
CONCLUSIONS	<ul style="list-style-type: none"> None wanted access now, but might request in the future based on their potentials roles on the committee 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NA		

EXPENSE REVIEW & BANK ACCOUNT SET UP

PETE

DISCUSSION	Review of costs to date and the setup of the class bank account	
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CONCLUSIONS		
<ul style="list-style-type: none"> • Info only discussion 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • NA 		

DONATIONS

PETE

DISCUSSION	Reviewed the setup of the donations page on the class site. Discussed the purposes of donations which are twofold, 1. Funding of a Class gift to LHS in recognition of our 50 th reunion, and 2. Help defray the cost of the reunion thereby reducing the cost to each person who attends.		
CONCLUSIONS			
<ul style="list-style-type: none">• Keep the donation process anonymous• Need to figure out a way to encourage donations from classmates			
ACTION ITEMS	PERSON RESPONSIBLE		DEADLINE
<ul style="list-style-type: none">• Schedule a meeting with a representative from LHS to determine who would be an appropriate gift from our class & what their needs are. This would provide us with an idea of the cost	TBD		May 2016

CLASSMATE REGISTRATION

PETE

DISCUSSION	Reviewed status of classmate registrations, focused on the group that had not registered. Also discussed the desire to add more biographical information related to our class mates that had passed away.		
CONCLUSIONS			
<ul style="list-style-type: none">• All members will try to find contact info for those in our class where we have little contact info now• Encourage folks they are in contact with to register on the site			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• Send the file of classmates with limited contact info to each member of committee		Pete	11-Feb-2016

"NEW" CLASSMATE REGISTRATION

PETE

DISCUSSION	Classmates who attended Jr High and/or High school with our class but did not graduate with us and whether to include them in our reunion activities		
CONCLUSIONS			
<ul style="list-style-type: none">All agree that this was a good idea			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none">NA			

VENUE IDENTIFICATIO PROCESS

PETE

DISCUSSION	Open discussion about the entire identification and selection process as well as the need to determine when, where, what.

CONCLUSIONS		
<ul style="list-style-type: none"> In order to provide our classmates with appropriate information to allow them to suggest options, we decided to focus our next and in person meeting on this topic. We plan to make a visit to a venue in order to identify information about amenities, cost, format for the event and any other pertinent info. We will then provide this to our classmates as the basis for them then offering suggestion about the event. We thought this would be more effective than just sending an e-mail requesting your suggestions. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Schedule venue visit 	Wendy	May 2016

SPECIAL NOTES	The energy and passion exhibited by each of the reunion committee members was really cool. We all know this will be a lot of work, but all seemed excited to do a great job and plan for a terrific reunion!
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