

SPECIAL EVENTS COMMITTEE MEETING – OCTOBER 12, 2011

Present: JoLinda Cooper, Pam Cummings, Judy Jennette, Kimberly Mullis, Marcia Norwood, and Jennie Singleton.

Judy welcomed the committee members and thanked them for attending. She then gave an overview of the committee's purpose for those who are new to the committee.

Christmas luncheon

The Christmas luncheon will be at noon on Tuesday, December 20, 2011. Requests for bids will be sent to the following caterers:

Catering by George

Flair by Sharon

Keyzer's

Mel & Vel

The request for bid will include 5 vegetarian salads.

The color scheme will be blue and white, using cloth tablecloths.

Men in One Accord will provide the entertainment. Judy will research giving them a \$100 donation.

The Staff and Faculty Members of the Year will be acknowledged and checks and plaques given to them.

Decorating the Christmas tree and multi-purpose room will be 11/28-12/2. Maintenance will be asked to bring the decorations over the week before. Judy will contact Theresa Edwards about SGA members assisting with the decorating.

Service Awards Luncheon

The service awards luncheon will be on May 10, 2012. Pam and Emily will request assistance from the Special Events Committee as needed.

Dr. McLawhorn's retirement

Dr. McLawhorn is retiring June 1, 2012 and his reception will be May 31, 2012. After some discussion the group decided to acknowledge his retirement during the Service Awards Luncheon and present his retirement gift during the reception. A possible retirement gift for him from the staff would be golf clubs and a golf bag. Judy will research this.

People and/or groups to invite to the reception: Rotary, boy scouts, Committee of 100, County Commissioners.

A budget of \$2100 for approximately 300 people has been designated. Ann Martin with The Meeting Place will be asked to cater the reception.

Grand opening/ribbon cutting for building 12

Building #12 is scheduled to open the end of May. Discussion was held on the possibility of holding building 12's grand opening and new president's reception at the same time.

Next meeting date

The next meeting date is Wednesday, January 11 at noon in the board room of building #10.

There being no further business the meeting was adjourned.

Respectfully submitted by Judy Jennette, Special Events Committee Chairman