

# Special Events Committee

Monday, February 17, 2014

1:30 PM

Conference Room of Building 1

**Chair:** Rebecca Adams

**Vice-chair:** Angela Boyd

**Secretary:** Abbie Skiles

**Members Attending:**  
Rebecca Adams- Chair  
Angela Boyd- Vice-Chair  
Abbie Skiles- Secretary  
Morgan Roberson- Resource  
Marcia Norwood

Penny Sermons  
Theresa Edwards  
Clay Carter

**Members Absent:**  
Judy Jennette- Resource

## *Minutes from Meeting February 17, 2014*

### Agenda Item

#### I. Approval of Minutes

**Presenter:** Rebecca Adams

- A. Minutes from December 16, 2013 were approved.

#### II. Christmas Luncheon

**Presenter:** Rebecca Adams

- A. Christmas Luncheon Improvements Choir limits and song need to be specific
  - i. Choir limits and song need to be specific.
  - ii. Entertainment should be provided lunch or paid. Not both.
  - iii. Other entertainment options: AJ Outlaw, John Small Choir, Quartet
  - iv. Drinks were not served by caterer.
  - v. Caterer did not have trained staff.
- B. NCAMA April 7, 2014 6:00 – 7:30 PM
  - i. Special Events to submit bids to caterers
- C. Service Awards

## *Other Information*

**Next Meeting:** March 3, 2014 1:30 PM