

Special Events Committee

Monday, March 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
Theresa Edwards

Morgan Roberson-Resource
Marcia Norwood
Clay Carter

Members

Absent:

Judy Jennette
Abbie Skiles

Penny Sermons

Minutes from Meeting March 17, 2014

Agenda

I. Approval of Minutes **Presenter** Rebecca Adams

A. Minutes from March 3, 2014 were approved.

II. NCAMA Kickoff Dinner **Presenter** Rebecca Adams

A. To be held Monday April 7: 6-7:30 p.m. (see action plan)

B. No action needed except to follow-up with catering about time of arrival.

C. Centerpieces to be made the day of the event.

III. Service Awards **Presenter:** Rebecca Adams

A. Same programs will be used as last year/ menu and location.

B. Invites to faculty/ staff via email/ Board trustees/ retirees will receive mailed invitations.

C. Multipurpose room to be scheduled as back-up plans for inclement weather.

D. RSVP To Teresa Edwards.

Other Information

Next Meeting: April 7 1:30 PM (day of NCAMA event)

Respectfully submitted,

Angela Boyd, Vice-chair