

Monday, March 3, 2014

1:30 PM

# Special Events Committee

Conference Room of Building 1

**Chair:** Rebecca Adams

**Vice-chair:** Angela Boyd

**Secretary:** Abbie Skiles

Rebecca Adams- Chair Theresa Edwards

Angela Boyd- Vice-Chair

**Members  
Attending:**

Abbie Skiles- Secretary

Morgan Roberson- Resource

Marcia Norwood

**Members  
Absent:** Judy Jennette- Resource

Penny Sermons

Clay Carter

## *Minutes from Meeting March 3, 2014*

### Agenda Item

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

- Minutes from February 17, 2014 were approved.

**II. Catering Bids** **Presenter:** Morgan Roberson

- Bids were submitted and reviewed for the NCAMA dinner.
- The Filling Station will be catering the NCAMA dinner.

**III. NCAMA Event** **Presenter:** Rebecca Adams

- Tablecloths will need to be ordered.
- Centerpieces for tables will need to be made.

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

- The location will be outside, between Building 1 and Building 9.
- Invitations will be the same as last year.

## *Other Information*

**Next Meeting:** March 17, 2014 @ 1:30 PM