

Special Events Committee

Date: November 24, 2014

1:00- 2:00 pm

Board Room- Building 10

| | | | |
|---------------------------|---|-------------------|-------------|
| Chair: | Rebecca Adams | | |
| Vice-chair: | Theresa Edwards | Secretary: | Lesha Rouse |
| Members Attending: | Rebecca Adams (Chair), Abbie Skiles, Clay Carter, Lesha Rouse (Secretary), Jay Anders, Judy Jennette (Resource), Theresa Edwards (Vice Chair) | | |
| Members Absent: | Ben Cole, Marshall Hall, Marcia Norwood, Morgan Bland (Resource) | | |

Minutes from Meeting (11/24/14)

| Agenda Item | | | |
|---|--|-------------------|---------------|
| I. Approval of 10/27/14 minutes | | Presenter: | Rebecca Adams |
| <ul style="list-style-type: none">➤ Discussion Item- Need for approval of minutes from 10/27/14➤ Action Taken or Recommendation- Theresa Edwards moved and Jay Anders seconded the minutes from the 10/27/14 meeting be accepted. Motion passed. | | | |
| II. Christmas Luncheon- Action plan reviewed | | Presenter: | Rebecca Adams |
| <ul style="list-style-type: none">➤ Discussion Item- Christmas Luncheon (12/18/14). Abbie distributed sample Christmas luncheon invitations for approval. Judy made a recommendation to keep the design, but to change the word formatting on the invitation. Abbie to send invitations to faculty and staff—RSVP to be to Theresa Edwards.➤ Rebecca presented samples of table programs- for group to choose from –Snowflake design chosen by group.➤ Action Taken or Recommendation – Rebecca moved and Lesha Rouse seconded that the presented invitation design would be used. Motion Passed. | | | |
| III. Christmas Luncheon- Door prizes | | Presenter: | Rebecca Adams |
| <ul style="list-style-type: none">➤ Discussion Item- Theresa stated that she thought the use of tickets for drawing names for door prizes would be a good idea. Rebecca stated that gift cards would be the prizes used.➤ Action Taken or Recommendation – Group agreed that the use of tickets and gift cards would be utilized for the luncheon. Motion passed. | | | |
| IV. Christmas Luncheon-misc | | Presenter: | Rebecca Adams |
| <ul style="list-style-type: none">➤ Discussion Item- Entertainment to be Dick Feyer (Elvis impersonator). Judy stated that he was asked to sing Blue Christmas (for BCCC colors) and a host of other Christmas songs.➤ Rebecca states she spoke with the caterer (Vel and Mel's) as well as maintenance regarding setting up board room for food for luncheon. | | | |

- Judy to make center pieces for tables.
- Abbie to follow-up regarding tablecloths for food setup tables.
- Program line-up discussed.
 - a. Russell Smith suggested to do Welcome.
 - b. Tommy Hodges or Dr. Ange suggested to do Blessing (Rebecca to follow-up regarding speakers).

**V. Christmas luncheon
decorating MPR**

Presenter: Rebecca Adams

- Discussion Item- Discussion held regarding finishing with decoration of MPR. Rebecca stated that decoration had begun but would continue tomorrow 11/25/14 pm (volunteers encouraged).

Other Information

Next Meeting: Tuesday, December 9, 2014--Location to be determined.