

SPECIAL EVENTS COMMITTEE MEETING  
NOVEMBER 19, 2008

Present: Emily Albera, Clay Carter, Theresa Edwards, Judy Jennette, and Jennie Singleton.

Unable to attend: Pam Cummings and Carolyn Hughes

Guests: Margie Cobb and Pauline Godley – organizers for the employee Christmas luncheon

Judy welcomed the committee and thanked them for attending.

The first item for discussion was the annual Christmas employee luncheon which will be held on Thursday, December 18, in the multi purpose room of building 10.

Judy described the different color schemes available to decorate the tree and room. After some discussion, it was decided to use the red and gold decorations.

As in years past, poinsettias will be given away as door prizes at the end of the luncheon. Judy gave Pauline some poinsettia sale information from Lowe's. Pauline agreed to order the flowers and make sure they get delivered to the college.

Caterers were then discussed. Judy suggested that Pauline and Margie contact Phillip Price to see how much money was allocated for this event last year. They will give that information to the caterer and let the caterer develop the menu. Judy suggested that the cost of table coverings, plates, silverware, cups, napkins, etc. be included in the pricing.

Pauline asked if the college was obligated to use Special Affairs Catering. Judy said, "No, but you should invite them to bid on it." Judy reminded the event planners that we are a Beaufort County based business and should give strong consideration to Beaufort County based caterers.

Some of the caterers mentioned were: Special Affairs Catering, Vel & Mel's, Kayzer's, and The Meeting Place. Pauline agreed to ask for and receive the bids. Once the bids are in, Margie and Pauline will have the latitude to select the caterer that best fits the budget for this event.

Jennie will check with Pam to find out who was invited last year and that list will be used to generate the invitation list for this year. Jennie will make sure the employee invitations are distributed.

Suggestions for entertainment included:

Leah Clark – winner of the Beaufort County Idol competition

Amanda Rose – runner up of the Beaufort County Idol competition

(Both are BCCC students and if they are used then the Foundation will provide a stipend)

Wesley Beddard's gospel group

Cypress Landing Jazz band

Marcia will contact the maintenance department to request the decorations (tree, wreathes, and ornaments) be delivered to the multi-purpose room this week and to set up the tables and chairs for the luncheon. Judy asked the committee members to help with decorating the tree. Men from the maintenance department will be asked to hang the wreaths once they are decorated.

After the luncheon the multi-purpose room will be undecorated that afternoon.

The committee will meet again in early 2009.

There being no further business the meeting was adjourned.