**2021 HHS Reunion Committee Meeting Minutes**

22 Oct 2020

horizontal line

# Website: <http://www.classcreator.com/Maryville-Tennessee-Heritage-1978-1989/class_index.cfm>

# CURRENT COMMITTEE OFFICERS:

* Chairman: Carmella Lawson (present)
* Co-chairman/Venue Committee: Donna Teffeteller Neal (present)
* Secretary: Carmella Lawson (present)
* Treasurer: Trena Best Conner (present)
* Registrar: Traci Bryant Riches (present)
* Entertainment: Melissa Gurley Glidewell (present)and Eddie Milsaps (not present)
* Food and Beverage: Suzanne Hearon (present) and Teresa Ward (not present)
* Website: Cheryl Chandler (present)
* Decorations: Cheryl Chandler (present)
* Photos: Alan Riches
* Memories: Suzanne Hearon and (present) Tracy Holder Llewellyn (not present)

# GRADUATION YEAR REPRESENTATIVES:

* 1978: none
* 1979: none
* 1980: none
* 1981: Melissa McKinley Davis (not present)
* 1982: Ronny Hall (not present)
* 1983: Traci Leonard and Emily Miller and Sherry Collins Coffey (not present)
* 1984: Emmetta Bailey Everett (not present)
* 1985: none - need to find new one since Donna took over Co-chairman/Venue committee positions
* 1986: Marty Milsaps
* 1987: Cheryl Chandler (present)
* 1988: none
* 1989: Teresa Gurley Ward (not present)

# **DISCUSSION TOPICS:**

* **FINANCIAL REPORT: Trena Best Conner**
  + **Bank Account** - $500 ($100 was deposited by Trena and will need to be paid back eventually)
  + **Pay Pal Account** - $443.59
  + **Budget updates** – new requests
    - $52.80 for 500 postcards to mail out
    - $200 for Facebook boost to advertise for event
  + **Status of Paypal/Bank connectivity**- Traci and Trena are now able to transfer funds from paypal to bank account.
  + **NOTE**: Priority for money received from attendees will be to spend on the event; however, any leftover money will be donated to charities listed below and they will have . Monies from auction baskets will be donated to these charities.
  + **Status of Charities** - contacted
    - American Cancer Society – Melissa G: committee contact; Kayla Shelby: org contact, [kayla.shelby@cancer.org](mailto:kayla.shelby@cancer.org)
    - Mission 22 – Carmella Lawson: committee contact, Tim Fry: org contact, [loadtoad65@gmail.com](mailto:loadtoad65@gmail.com)
      * Website: [www.mission22.com](http://www.mission22.com)
* **VENUE COMMITTEE: Donna Teffeteller Neal**
  + **Major discussion on venue**. Have researched several larger options, none of which have worked. Concerns over size and not wanting to limit participation drove committee to vote on a different location which has undergone several improvements to include a new pavilion, gravel, and other modifications. Food trucks will provide food options. Bands will need a stage, perhaps a flatbed truck. Will need some tents, tables and chairs.
    - **New Venue: Smoky Mountain Speedway**
    - Registration will stay open longer now.
    - There is a camping area available and cabins for rent close by (not part of the speedway)
    - Melissa G will research adding insurance for the event to the same contract as the slow ride.
    - Donna N will still work with HHS as the Slow Ride starting location and to get a tour of the school before the slow ride starts.
* **REGISTRAR: Traci Bryant Riches** 
  + LATEST NUMBER OF GRADUATES AND +1 SIGNED UP AS ATTENDING: 56 paid
  + Discussed a possible “early bird discount”, for example pay by 1 Feb pay $40 per or if after 1 Feb pay $50. Participation numbers needed for things like t-shirts or cups for sale or give away. Need decision on this next meeting.
  + **Teacher invites**: Donna N is waiting on a list from HHS of teacher contact information
  + **Advertising update**.
    - Discussion was had to limit the TV and radio announcements given the current state of COVID. Will look to start this after the holidays.
    - Public service announcement on radio channels – *no updates this meeting*
    - Billboards - Carmella provided cost information for digital billboards
    - Daily Times/TV stations - Carmella emailed all but they have not returned info. Jeff Wagner has contacted Carmella and he has contacts at Ch 6, Ch 8, Ch 10 and the Daily Times
    - Announcement at home football games – They are supposed to start that soon
* **ENTERTAINMENT COMMITTEE: Melissa Gurley Glidewell and Eddie Milsaps** 
  + **Music** ($2500 budget): All reserved
    - DJ: Josh Livingston
    - Bands: Kinkade and Hardwired
  + **SLOW RIDE** -
    - Donna N will still work with HHS as the Slow Ride starting location and to get a tour of the school before the slow ride starts.
    - Melissa G will research adding insurance for the event to the same contract as the slow ride.
    - Have received a few items for baskets such as power tools, etc
  + **AUCTION BASKETS**: Discussed giving a discount or free ticket to those participants who provide an auction basket worth at least $40. Will make that decision at the next meeting.
* **FOOD AND BEVERAGE COMMITTEE: Suzanne Hearon and Teresa Ward -** 
  + Suzanne and Teresa – Will need to contact Food trucks to let them know of venue
* **WEBSITE COMMITTEE: Cheryl Chandler**
  + <http://www.classcreator.com/Maryville-Tennessee-Heritage-1978-1989/class_index.cfm>
  + Have added almost all class graduate names to the website. Cheryl continues to update as people send her info. She’s doing a great job!
* **DECORATIONS COMMITTEE: Cheryl Chandler**
  + **LOGO**: We need to relook at someone else to make our logo. No progress yet. Traci said her husband could put something together. Discussed making posters using either the logo design or the one Cheryl had for the postcards.
  + **REUNION PARAPHERNALIA**: *No updates this meeting*
* **PHOTO COMMITTEE: Alan Riches -** *no updates needed this meeting*
* **MEMORIAL COMMITTEE: Suzanne Hearon and Tracy Holder Llewellyn**
  + LATEST NUMBER OF MEMORIAL NAMES: 280
  + **MEMORIAL WALL:**  *no updates needed this meeting*
* **OTHER:**
  + For 28 Nov in person reunion committee meeting, all reunion committee and class grad reps can attend. Carmella will call Sullivans to see if their upstairs room is available. Melissa will call Hot Rods to see if we can get their outside tent area.
* **CLASS YEAR REPS:**
  + STILL NEED 4 CLASS **REPS**
  + Class Reps will have a meeting on 15 Nov at 3 PM. Carmella, Donna and Traci will meet with them and lay out their responsibilities
    - Had discussion on what their duties should be. Discussed paying someone to work the check in tables instead of having participants work them so they an enjoy the event.
  + Class rep duties and responsibilities:
    - Reach out to their classmates and get as many to register for this event as possible. At least make the event known to their class as much as possible.
    - Put together a spreadsheet of their classmate names and send to Cheryl C to put on the website.
    - Scan their class’s senior pictures, print and crop for nametags. See suspense list.

**Committee Suspenses (bold items are new, italics are completed)**

* + *26 Sep Melissa Agenda draft created – COMPLETE*
  + *29 Sep Cheryl Establish Website – COMPLETE*
  + *29 Sep Traci Establish Paypal option for registration – COMPLETE*
  + *29 Sep Trena Open Bank Account – COMPLETE*
  + *1 Oct Traci Registration Form on website – COMPLETE*
  + *15 Oct Melissa/Eddie Reserve Band/DJ – COMPLETE*
  + 15 Oct Trena Budget Draft
  + *15 Oct Melissa/Carmella Charities contacted – COMPLETE*
  + *15 Oct Donna Contact HHS for start of slow ride – COMPLETE*
  + 28 Nov ?? Draft Reunion Logo
  + 28 Nov Carmella/Melissa In-person Meeting of Reunion Committee in Maryville
  + 28 Nov Donna Secure HHS tours on the morning of event
  + 30 Nov Class Reps Class Year Spreadsheet of Names to Cheryl C for website
  + 30 Nov Donna/Suzanne Determine draft setup of venue, what will be where
  + 6 Dec Suzanne Secure venue (Smoky Mtn Speedway)
  + 15 Dec Suzanne Reserve Food / Drink Source - Food trucks
  + 15 Jan Carmella/Melissa Start advertising (billboards, TV, Radio, paper)
  + 1 Feb Donna Invites to Teachers
  + 1 Feb Melisa Ensure we have a stage for the bands
  + 1 Feb Cheryl Order t-shirts or other paraphernalia for give aways or sales
  + 1 Feb Donna Tents / Chairs / Tables secured for event
  + 1 Feb Melissa Determine costume categories and complete awards
  + **1 Feb Alex Create Class photo schedule**
  + 1 Feb Cheryl/Traci Link photographer website to reunion website
  + 1 Mar Class year reps Class reps scan/print/crop pictures for nametags
  + 1 Mar Suzanne Pictures printed for memorial wall / memorial wall constructed
  + 1 Mar Melissa Slow ride/venue insurance secured
  + **1 Mar Melissa Create Slow Ride Voting Ballots**
  + **1 Mar Melissa Release of Liability Forms printed and ready for Slow Ride**
  + 1 Apr Cheryl Have items for memorabilia table together – classes may have their own
  + 1 Apr Cheryl Complete photo booth decorations
  + TBD Secure permits required

**NEXT COMMITTEE MEETING: Sunday, 15 Nov @ 4 pm HHS time**