**2020 HHS Reunion Committee Meeting Minutes**

 27 Sep 2020



**The meeting was called to order by Carmella Lawson at 1600 EST.**

#

# CURRENT COMMITTEE OFFICERS:

* Chairman: Bo Connor (not present)
* Co-chairman/Secretary: Carmella Lawson (present)
* Treasurer: Trena Best Conner (present)
* Registrar: Traci Bryant Riches (present) and Donna Teffeteller Neal (present)
* Entertainment: Melissa Gurley Glidewell (present) and Eddie Milsaps (present)
* Food and Beverage: Handled by current venue, Suzanne Hearon (present) and Teresa Ward (not present)
* Website: Cheryl Chandler (present)
* Decorations: Cheryl Chandler (present)
* Photos: Alan Riches (not present)
* Memories: Suzanne Hearon (present) and 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: Donna Teffeteller Neal (present)
* 1986: Marty Milsaps (NEW)
* 1987: Cheryl Chandler (present)
* 1988: none
* 1989: Teresa Gurley Ward (not present)

# **DISCUSSTION TOPICS:**

* **BASIC EVENT INFO:**
	+ Date / Time: 24 April 2021, 2 pm – 10 pm
		- Slow ride to start around 10 am. Start location TBD
	+ Limited to Graduate +1, no children
* **GENERAL:**
	+ Committee members - please make sure you are loading your individual committee documents into your Google Drive Folder for full visibility by all committee members
* **FINANCIAL REPORT: Trena Best Conner**
	+ Status of Simmons Bank Account – Should have by Tuesday, 29 Sep
	+ Status of Paypal capability – Need bank account at Simmons then will take 2-3 days to be active
	+ Status of Budget spreadsheet - Due 15 Oct, *no updates this meeting*.
	+ Status of Charities - contact by 15 Oct, *no updates this meeting*
		- American Cancer Society – Melissa has contact information
		- Veterans Local Organization TBD – Carmella will contact Blount County Veterans Affairs office for options
		- Suicide Prevention charity – Carmella will contact Sarah Walsh at Tennessee Suicide Prevention Network
* **VENUE COMMITTEE: ??**
	+ Current Venue choice: Lakehouse Marina and Grill, 110 Sequoyah Resort Way, Vonore, TN 37885
		- Maximum number of participants before we have to go to another venue is 500.
		- Registration for event will be due on 30 Nov. If numbers are more than 500, we will move event to a bigger venue
	+ Need to make sure the reunion website only lists Lakehouse Marina as a temporary venue contingent on registration numbers
	+ Other venue options were discussed
		- Donna T will contact Heritage HS and Christenberry Farms as a start
		- Melissa G will look into areas in Maryville such as the area near the stage in Greenbelt Park and Midland. Initial thoughts are that these will be too expensive
		- Suzanne H will look into Smoky Mountain Raceway
		- Maple Lane Farms was another venue option mentioned
	+ Items needed:
		- Tents
			* Cheryl C has three 20x30 tents, Tracy has one 20x30 tent. Will need to rent or find more for the event
		- Tables / Chairs / Stand up bar tables - Who will provide – no updates given at this meeting. May be dependent on venue.
		- Each class will need its own registration table/small canopy or tent
* **REGISTRAR: Traci Bryant Riches and Donna Teffeteller Neal**
	+ Latest number of graduates signed up as interested: 260
	+ Committee members reviewed the Registration Form and made recommendations on some additions and corrections. Those were made live during the meeting. Still awaiting Paypal info – to complete the form.
	+ Do we want to invite some of our teachers if they are still alive?
* **ENTERTAINMENT COMMITTEE: Melissa Gurley Ward and Eddie Milsaps**
	+ Draft Agenda completed and in Google Drive.
	+ Music:
		- Committee discussed having a DJ during the daytime portion of the event (around 2-6 pm) and a band later (around 7-10 pm).
		- Melissa and Eddie have several options to choose from.
		- COST: Motion was made by Traci R to allow $2,500 for music between DJ and Band. Motion was seconded by Donna T and motion passed
			* Entertainment committee will secure a DJ and band
		- SONG REQUEST FORM: Traci R will put together a Google form that people can fill out for music requests
	+ Slow ride
		- Status of using Heritage HS parking lot as starting point – Donna Teffeteller Neal will contact HHS to see if that will be allowed
			* If Heritage is the venue, need to determine another start location of slow ride
		- Status of ride insurance – approximately $130
		- Status of Release of Liability Form – will be printed and signed at the start of the slow ride event
		- Status of Voting Ballot – *no updates this meeting*
		- Need to determine route and if escort needed/route 1 of 2 – *no updates this meeting*
	+ COSTUME CONTEST: Discussed having a costume contest with categories like Biggest Hair, Best Dressed, etc.
	+ AUCTION BASKETS: Melissa G and Suzanne H discussed having silent auction baskets with topics like Taste of Tennessee (food), Sports, Vacation, Music, etc.
* **FOOD AND BEVERAGE COMMITTEE: , Suzanne Hearon and Teresa Ward**
	+ Awaiting info on possible venue change for further progress
	+ Suzanne and Teresa – Called several food truck options and we just need to contact them when we have a venue decision
* **WEBSITE COMMITTEE****: Cheryl Chandler**
	+ Reunion committee reviewed two options. Motion was made by Melissa G, seconded by Suzanne H and reunion committee chose this website:
		- <http://www.classcreator.com/Maryville-Tennessee-Heritage-1978-1989/class_index.cfm>
		- Website includes places for all classes
* **DECORATIONS COMMITTEE: Cheryl Chandler**
	+ PHOTO BOOTH: Decoration committee will be responsible for decorating the photo booth and will work with Alan Riches, the photographer. Discussed having fun background or two like we used to have a school dances. Discussed having fun items for groups of people to hold and class year signs for each year to hold in the photos.
	+ LOGO: Discussed having a reunion logo, centered around the power “H”. Mitzi Henry Bales has graphic design expertise and will work up a logo for our event.
	+ REUNION PARAPHERNALIA: Discussed items for sale or give away: T-shirt, key rings, koozies, cups, napkins, grab bags, etc - memorabilia from the reunion. Marty Milsaps was named as someone who could help with getting donations from local businesses for perhaps the back of the shirts.
	+ MEMORABILIA TABLE: Discussed having a memorabilia table, perhaps one for each class if the class reps want to have an individual table for their year.
* **PHOTO COMMITTEE: Alan Riches**
	+ PHOTOGRAPHER: Decided on photographer – reunion committee decided on Traci’s husband, Alan Riches.
		- He is a professional photographer and will take the pictures at not cost. Will post a link on the HHS reunion website for participants to purchase pictures at a small cost which will be his only payment.
	+ PHOTOS: The following will be taken - Individual or group pictures in photo booth, Pictures of each graduating class, car/bike contest winners, candid shots throughout the day
* **MEMORIAL COMMITTEE: Suzanne Hearon and Tracy Holder Llewellyn**
	+ LATEST NUMBER OF MEMORIAL NAMES: 250
	+ DISPLAY/MEMORIAL: Discussed having a Memorial Wall with pictures of all those who have passed.
		- Discussed having a place for accolades. Website will have a section where people can leave positive comments and memories for those who are deceased.
* **CLASS YEAR REPS:**
	+ Each class rep needs to scan their class’s senior pictures, print and crop for nametags.
	+ Each class will need its own registration table/small canopy or tent
	+ Each class rep needs to put together a spreadsheet of their classmate names and send to Cheryl C to put on the website.

**Committee Suspenses (bold items are new)**

* + *26 Sep Agenda draft created – Melissa G - COMPLETE*
	+ *29 Sep Establish Website – Cheryl - COMPLETE*
	+ 29 Sep Establish Paypal or Venmo option for registration – Traci R
	+ 29 Sep Open Bank Account – Trena
	+ 1 Oct Registration Form on website – Traci R
	+ **11 Oct Updates on larger venue options – Donna T, Suzanne H, Melissa G**
	+ 15 Oct Reserve Band/DJ – Melissa G/Eddie M
	+ 15 Oct Budget Draft – Trena
	+ 15 Oct Charities contacted – Carmella and Melissa G
	+ 15 Oct Contact HHS for start of slow ride or possibly using as a larger venue – Donna T
	+ **25 Oct Draft Reunion Logo – Emmetta, Mitzi**
	+ **28 Nov In-person Meeting of Reunion Committee in Maryville – Carmella will find venue**
	+ 30 Nov Cutoff date for registration – Traci R tracks
	+ **30 Nov Class Year Spreadsheet of Names to Cheryl C for website – Class Year Reps**
	+ **6 Dec Secure venue**
	+ 15 Dec Reserve Food / Drink Source – Bo (if his site), Suzanne (if other)
	+ **1 Feb Order t-shirts or other paraphernalia for give aways or sales – Cheryl C/Mitzi**
	+ **1 Feb** Tents / Chairs / Tables secured for event - ??
	+ **1 Feb Determine costume categories and complete awards – Melissa G**
	+ **1 Feb Link photographer website to reunion website – Cheryl C/Traci R**
	+ **1 Mar Class reps scan/print/crop pictures for nametags – Class Year Reps**
	+ **1 Mar Pictures printed for memorial wall / memorial wall constructed – Suzanne H**
	+ **1 Mar** Slow ride insurance secured – Melissa G
	+ **1 Apr Complete photo booth decorations – Cheryl C**
	+ TBD Secure permits required

**NEXT COMMITTEE MEETING: Sunday, 11 Oct @ 3 pm HHS time**