**2020 HHS Reunion Committee Meeting Minutes**

27 Sep 2020

horizontal line

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

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# 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**