

2020 HHS Reunion Committee Meeting

Minutes

19 Sep 2020

The meeting was called to order by Carmella Lawson at 10:02.

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 (not present)
- Entertainment: Melissa Gurley Ward and Eddie Milsaps (present)
- Food and Beverage: Handled by current venue, Suzanne Hearon (present) and Teresa Ward (present)
- Website: Cheryl Chandler (present)
- Decorations: Cheryl Chandler (present)
- Photos: Husband of Traci Bryant Riches (present)
- Memories: Suzanne Hearon (present) and Tracy Holder Llewellyn (not present)

GRADUATION YEAR REPRESENTATIVES:

- 1978:
- 1979:
- 1980:
- 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 (present)
- 1985: Donna Teffeteller Neal (not present)
- 1986:
- 1987: Cheryl Chandler (present)
- 1988:
- 1989: Teresa Gurley Ward (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
- **DUTIES AND RESPONSIBILITIES**
 - Spreadsheet list of committee members was reviewed by all and duties approved
 - Added Website Committee– Cheryl Chandler
 - Discussed Food and Beverage – current venue will handle this. See below for more discussion.
 - Photo Committee needs a rep Discussed some different options. See below.
 - Grad class reps are to find their classmates and get them to our Facebook page and website for registration, responsible for class table design, finding information on deceased classmate and getting that info to Suzanne
- **COMMUNICATION** – will occur via
 - Current Facebook reunion page for general communication to all class members
 - Use “Announcement” feature for important posts
 - Facebook Messenger for Committee members and Grad Class Reps discussion
 - Zoom for Committee members and Grad Class Reps meetings
 - Reunion Email: heritagehigh80sreunion@gmail.com
 - Personal emails from spreadsheet
 - Google Drive from reunion email for documentation management
 - Website: (Under construction) for registration, photos purchases, general communication and announcements. Will move to this instead of Facebook for important reunion updates.
- **FINANCIAL REPORT:**
 - Will open account at Simmons Bank
 - Trena and Carmella will be on the account since they are local
 - Need Paypal capability for registration by 1 Oct when form goes out for registration. Work with website creator to ensure synchronicity.
 - Will create a Budget spreadsheet. Will include costs for:
 - Food
 - Website
 - Tents / Chairs / Tables
 - Band / DJ
 - Nametags, etc for check in
 - Auction baskets

- Awards for Car/bike/jeep Show, corn hole tournament, other competitions
 - Insurance for Slow Ride
 - Memory books for relatives of deceased classmates (if we decide to do this)
- Initial Registration fee of \$10 will be required by 30 Nov. Final per person cost will be determined after the venue and budget is finalized.
 - Discussed this deposit being non-refundable and if we have to cancel, donating it to the charities we choose.
- Leftover dollars go to:
 - 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
 - Being provided at no cost to the reunion
 - Max capacity around 500 (awaiting final number from Bo)
 - May not be available if we have to postpone
 - Will cover food and cash bar - Currently \$12 / person for food
 - Cabins available to rent, boat docking available
 - Handicap access
 - Items needed:
 - Tents
 - Tables / Chairs / Stand up bar tables
 - May need bigger location, will address after 30 Nov registration numbers come in
 - Suzanne and Teresa will check on availability of food trucks for our date if we have to change venue
- **REGISTRAR:**
 - Reports over 200 signed up from the Facebook form as interested in coming
 - Will create a registration form
 - Graduate +1 only
 - Must have website up and Paypal or Venmo ability by the time we put out the form
 - Form should go out by 1 Oct and be returned by 30 Nov.
 - Need to determine what needs to go on form. So far name, graduation year, contact info, guest info, current occupation, something you would like folks to know about participant

since graduation or accomplishment since graduation, participating in slow ride, are some ideas

- **ENTERTAINMENT COMMITTEE:**

- Agenda for the day needed. Discussed:
 - Slow ride
 - Opening ceremony (ROTC present colors, prayer, moment of silence for lost classmates, presentation of monies to charity leaders)
 - Vehicle voting (Best of each type entry, Best in Show, People's Choice, more?)
 - What do the voting ballots look like?
 - DJ/Band - we currently have 4 bands on hold. Need to decide
 - Tents for each class and for each charity, Big top tent w/pub tables
 - Corn Hole Tournament - need boards
 - Basket Auctions - only 4 or 5
 - Photo Booth - will be decorated by Decorations Committee
 - Live band
- Music:
 - Lots of discussion on this topic. Decided that the best option would probably be a DJ during the day and live band in the evening. 80s music is a must.
 - Currently have the band Hwy 33 reserved. Need to research DJs
 - Need a google form that people can fill out for music requests
- Slow ride
 - Will have different categories for the ride and there will be a contest:
 - Motorcycles
 - Classic Cars and Convertibles
 - Jeeps
 - All other cars
 - Will try to get the Heritage HS parking lot as starting point – Carmella will contact HHS to see if that will be allowed
 - Need to get ride insurance
 - Registration will start in the morning (time TBD). Nametags or Armbands?
 - All participants must sign release of liability forms
 - Voting Ballot needed
 - Need to determine route and if escort needed/route 1 of 2

- **FOOD AND BEVERAGE COMMITTEE:**
 - Current venue will handle food and beverage if we stay with this venue. If we go to another venue, we may need something like food trucks and a cash bar.
 - Current cost is \$12 / person
 - Trena will check with Bo on the actual number allowed if folks have their own chairs, etc.
- **WEBSITE COMMITTEE:**
 - Needed by 1 Oct for registration
 - Cheryl will work on drafts, options include class creator, Go Daddy, weebly, wix. Will have some options for us to look at by next meeting
 - Need payment option for registration fees and final fees. Work with the Treasurer.
- **DECORATIONS COMMITTEE** – no discussion on this topic yet
- **PHOTO COMMITTEE**
 - Traci Bryant Riches’ husband is a professional photographer. He has a website he is working on and is willing to donate his time to take pictures. Will charge a small fee if people want to purchase pictures from his website.
 - If anyone has other options, please send to Carmella via Facebook Messenger
 - Need a photo booth – possibly put together by the Decorations Committee
 - Pictures of each graduating class?
- **MEMORIAL COMMITTEE:**
 - Need to gather information on deceased classmates. Current form is getting a lot of names but people have posted many pictures and information on our Facebook page.
 - Put all pictures in the Memories folder and name each file “graduation year – classmates first and last name
 - Need to determine method for displaying information on event day. Powerpoint? Table?
 - Discussed having a Signature book to give to relatives. Can decide on this once we see how many we are talking about. Maybe too many.

Committee Suspenses

- 26 Sep Agenda draft created – Melissa G
- 29 Sep Establish Website - Cheryl
- 29 Sep Establish Paypal or Venmo option for registration - Trena
- 29 Sep Open Bank Account – Trena
- 1 Oct Registration Form on website – Traci B-R
- 15 Oct Reserve Band/DJ – Melissa G
- 15 Oct Budget Draft – Trena
- 15 Oct Charities contacted – Carmella and Melissa G
- 15 Oct Contact HHS for start of slow ride – Carmella
- 30 Nov Cutoff date for signing up – Traci B-R tracks
- 15 Dec Reserve Food / Drink Source – Bo (if his site), Suzanne (if other)
- TBD Tents / Chairs / Tables secured for event

- TBD Secure permits required
- TBD Slow ride insurance secured
- TBD Powerpoint for memorials draft

Also discussed meeting in person in Maryville on the Saturday after Thanksgiving.

NEXT COMMITTEE MEETING: Sunday, 27 Sep @ 4 pm HHS time