



University of Delaware - Class of 1991
Class Reunion Committee Meeting Agenda
Thursday, November 18, 2010, 12 noon (EST)
George Evans Hall Conference Room

Attendees: Daniele Elkins , Ron Moore; On the phone: Kathleen Lis Dean

Minutes

- **Fundraising Update** – Daniele & David Elkins, Gift Co-Chairs
 - Google Docs
 - Making the Phone Call...

- **Programming Updates-** Ron Moore, Programming Chair
 - Klondike Kate's- 120 people (60 reunion members) is the goal!
 - Guest count on contract for second floor- 125
 - Seating will depend on amount of registrants
 - Can put the food in Rockwell Room to make more room
 - **Budget Update-** The group discussed overall budget for the reunion celebration. Money will be allotted from the Office of Alumni Relations of \$15 per person up to \$2,000. Any costs exceeding this allotment will need to be covered by the class attendees. The committee will help manage these costs to make it reasonable
 - Menu- the group selected the menu: Happy Hour Buffet with Nachos, Chicken Wings and spring rolls with wimpy burgers. Each attendee will receive 2 drink tickets.
 - Music- DJ or band?- Daniele will reach out to her friend Charles who attended UD to see if he is available to DJ.
 - ½ old songs, ½ new songs
 - Kate's house DJ will start playing at 10:00 p.m. DJ Andrew Hugh (will play anything the class wants) and His cost for the additional time would be \$250-300 for 4 hours
 - Programming- will there be one? NO
 - Have short welcome by the 2 Gift C-Chairs and the Programming Chair – A/V is included in cost
 - Will be made at 7:00 p.m. to ensure everyone is in attendance from the stage area in the corner of the 2nd floor
 - Other decorations- the group agreed to have some kind of fun giveaway for attendees like beads or a lei (UD colors of course)
 - Slideshow-
 - Can play on 2 flat screen TV's
 - Needs to be in DVD format
 - Ron confirmed that Tracey and George Gianforcaro will be on the subcommittee to help Cynthia with the slide show.

Highlighted= hand outs

- Tricia agreed to accept the submissions, but will then forward them onto the project manager
- Photos on name badges- need volunteer to spearhead this project
 - Tricia's office will scan all of the senior yearbook photos
 - Ron agreed to have class members follow-up with people we do not have photos for
- **Alumni Weekend-** Tricia Fitzgerald
 - It is important for the class to take advantage of the entire weekend, not just the Saturday reunion celebration.
- An overview of weekend- **see attached**
- **Committee Recruitment**
 - Reach out to Elle S.- Ron will reach out to her; Daniele will reach out to Vera to find out about their involvement in the committee.
 - Facebook- George G. will lead the Facebook effort in terms of getting people on the group, getting the word out about the celebration and driving people to Google Docs to sign up for their phone calls
- **Next Steps**
 - Next meeting- 3rd Thursday each month (December 16 at noon back at Alumni Hall)
 - Meeting dates going forward (all at noon):
 - February 17
 - March 17
 - April 21
 - May 19
 - Confidentiality agreements (also available on the website at www.UDconnection.com/Reunions/1991)- Ron will follow up with the 3 people who we need confidentiality agreements from
 - REMINDER: all committee members are asked to go on Google Docs by December 3