



*Linked in Friendship, Connected in Service*  
**Tacoma (WA) Chapter**

**50th Anniversary Gala - Committee Meeting Minutes  
February 7, 2017.**

Attendees: Chris Turner, Pamela Jones- Hadley, Helen Henderson, Dorris Okoro, Anne Wade, Mary Wilson, Stephanie McGriff, Iris West, Frances Davis.

Meeting Convened at 7:05PM by Frances

Area Director (AD) Report- S. McGriff.

AD will land at 5:30PM on Saturday April 29, 2017. Stay at the Hotel Murano. Depart Sunday April 30.

Auction Report – Dorris -Two baskets thus far. Sign up list for contributions was circulated at chapter meeting. You can contribute cash towards “high end” auction items by contacting members of the auction sub-committee. We will have limited space this year. After the auction is closed, items will be taken by hired runners to the registration table. Winning bidders will be asked to continue to enjoy the evening while their items are prepared for transport.

Biography Committee – Iris W. – Interviewed the nephew and sister of Charter Member Raynola Blackshear to include their edited biographical highpoints. Link Mary Wilson will be given the same editorial rites. Both bios will be finalized and placed in the Souvenir Journal. All charter member bios will be in the Souvenir Journal.

Budget Report – One bill submitted – Save the date cards.

Corporate Donations - No report.

Decorating – For proper lighting and ambience; we need to have votive candles on the tables that are no higher than halfway up the inside of the glass chimney.

Entertainment – Pamela. The Band Josephine Howell and Friends and the DJ G-Man are available. Howell 6-8, DJ 8-10. DJ will stage sound and lighting from 6-10. Entertainers walkthrough March 3, 1PM.

Facility – Frances - LeMay Car Museum 1<sup>st</sup> walkthrough Friday February 10, 2017, 2PM. 2<sup>nd</sup> walkthrough Friday March 3, 2017, 1pm. Draft diagram will be available before the next meeting.

Food/ Vendor – Food, bar, stage, tables, contract to President by February 24<sup>th</sup>.

Hostess – Hostess will work for 30 mins from 5:30-8:30. Sharon and Alicia will contact Sister Links for assignments.

Program – Helen - the inside cover has been taken. Pages will be dedicated to Chapter President, and Area Director, Corporate Sponsors, and Scholarship committee. Deadline April 1, 2017.

Publicity – Iris no report.

Raffle – Melva has tickets and drum. Denise suggested that we do a 50/50. Half of the money to the chapter and half to the raffle winner.

Raise the paddle spotters – connecting links. Melva will provide 4 clipboards and has given Frances the bid sheet logs.

Registration – Chris- was not going to use an automated system. The committee decided that it would be best to have the assistance. Will report on system purchased at next meeting. We will hire 4 young people to assist with registration and runners.

Save the Date/Invitations – Save the date cards we distributed at the chapter meeting. Guest list deadline February 18, 2017. Invitations mailing date February 28, 2017.

Scholarship –Chris - Program will be within requested timeframe. Identifying student speaker. Applicants should be encouraged to submit their applications early; if there are missing elements they can be notified prior to the scholarship submission deadline extended to February 13<sup>th</sup>. Scholarships will be given out at NPHC Luncheon in May 2017.

Technology/Social Media – Stephanie McGriff – **Send photos with captions to the chapter drop box. Power Point will roll during event. Deadline March 15, 2017. IT will need to rent audio and video for proper presentation. Audio/video will be rented from LeMay vendor.**

Mary Wilson suggested that Link Sisters wear gold to the 50<sup>th</sup>. The committee agreed.

**Meeting convened at 7:55PM.**

**Adrienne Allen and Frances Davis co-chairs. Attachments: Invitation. Sub-committee list. Draft Diagram**

