

2024 Schaefer Reunion Minutes & Action Plan

Date:	7.9.23
Time/Where:	9 AM / Clara B's Belleville IL, Zoom
Attendance: Paul Bauer, Mary Kay Carroll, Andrea Mueller, Heidi Schmidt, Kathy Friederich, Mark Voegtle, and Krista Call	

- **Chair: Krista**
 - We started the meeting off by talking about the Schaefer family reunion website. www.schaeferfamilybelleville.com.
 - The cost for the first year of website hosting and domain name is \$30.85. The cost for next year will be \$120.00.
 - We discussed the importance of creating a survey to send out to the families to get an idea of how many people will attend.
- **Program Activity Team: Mary Kay and Janelle**
 - Mary Kay reported on possible locations for the reunion. We all agreed on three places listed below as candidates. Mary will visit these sites, gather more information, take pictures, and get back to us via email within the next few weeks.
 - Moody Park Pavilion, 525 South Ruby Lane, Fairview Hts
 - Shiloh Park Pavilion, 14 Park Drive, Shiloh
 - O'Fallon Pavilion #4, O'Fallon Community Park
 - Janelle will start a Google document to input the email address of family members provided to her by the designated Family Representatives.
- **Marketing Team: Heidi and Kathy**
 - Heidi created and shared the Schaefer logo with us. She designed two drafts, and the committee voted on design # 1 as shown below.
 - Heidi and Kathy will start creating a save-the-date postcard for committee review.
- **Finance Team: Paul and Mary**
 - Paul asked where the Schaefer family bank account should be opened, Denver, where he lives, or a more centrally located bank in Belleville. We all agreed that a bank close to Paul would be best and easiest for him to manage.
 - We could use Venmo to send money to Paul.
- **Hospitality Team: Andrea and Mark**
 - Andrea identified two family members that have volunteered to act as cooks if we BBQ at the reunion.
 - Mark offered to smoke some pork butts as one of the proteins.
- **Family Historian Team: Mark and Paul**
 - Mark and Paul will begin to figure out how to gather and organize a display of pictures and names at the family reunion.
 - The committee discussed the possibility of having a raffle to give away some of Aunt Joan's items. This will also generate money for next year's reunion.

Action Plan

Krista	Create a family reunion survey to identify reunion attendees Continue to work on the website
Mary Kay	Gather location information and share the findings with the group in the next couple of weeks
Janelle	Create a family database using a Google document
Paul	Continue exploring banking options and financial reunion needs Updating the Schaefer/Hoffman family database with incoming information
Heidi and Kathy	Start creating a "save-the-date" postcard
Andrea	Start creating the food menu and identify who is in charge of bringing what foods.
Mark Paul	Begin to figure out how to gather and organize a Schaefer family photo display at the reunion

Schaefer Email	schaeferfamilybelleville@gmail.com
Schaefer Website	www.schaeferfamilybelleville.com

NEXT MEETING AUGUST @ 9 AM CT AT THE ABBEY/ZOOM

Family Logo's

#1



#2

