

# 2024 Schaefer Reunion Minutes & Action Plan

Date:	1.13.24
Time/Where:	Abbey/Zoom
Attendance: Paul Bauer, Mary Kay Carroll, Kathy Friederich, Heidi Schmidt, Mark Voegtle, Andrea Mueller and Krista Call	

- **Chair Krista**

- We plan to send an email blast out in mid-February regarding the Schaefer Family Reunion. During the discussion, we have decided on the items that should be included in the email blast. The list of items is as follows:
  - Non-refundable \$30 and link on how to pay for registration
  - The Food Menu
    - What food items they are responsible
    - Bring our own drinks
  - A list of events so people will know what is happening
    - Welcome
    - Ice breaker
    - Pictures with photographer, there will be assigned times before dinner
    - Awards
    - Dinner
    - Cornhole Tournament & Field Day Activities
  - Link to T-shirt order and prices
  - Extra donation
  - Ask for volunteers to help with set up, run games, and clean up
  - Pre-Party ~ Eckert's Cider Shed information
- We also talked about a deadline to return the registration and pay, and came up with March 31, 2024
- The reunion time will start at 1PM to ?
- Set up should start around 9 AM

- **Program Activity Team Mary Kay and Janelle**

- Mary Kay and Janelle recapped the Program/Activity Committee meeting on January 9, 2024. ([Minutes from meeting](#))
- During the meeting, the committee discussed various games and activities to be conducted throughout the day. The list of activities is given below. They also discussed the possibility of having name tags with their lineage. For example, Mary's name tag would say "Mary Carroll" - Marilyn Schaefer Voegtle family.
  - Games and Activities
    - Face painting and stick on tattoos. We will have Schaefer family member do the painting to save money.
    - 3 bounce house, make sure we have cords
    - 2 Ice breaker games [games description](#)
      - Two New Friends
      - Tennis Anyone
    - A volleyball net will be set up if anyone want to play (not organized)
    - Bag game (keep collection clothes)
    - Awards: Oldest, Youngest, Largest family, Longest travel, shortest, travel, Largest family, Newlyweds, Longest married. MC will announce after dinner, Krista will make award certificate to go in beer bucket prizes.

- **Program Activity Team cont.**
  - Corn Hole Tournament. Sam and Craig will head up the tournament
  - Field day event, wooden spoon egg walk (will come up with field day events) We will need someone in charge of the field day events)
  - Deck of cards available, and Dices. Left, Right, Center is a fun dice game
  - Big sheet of paper with Schaefer Family Reunion written in middle, so kids can color and sign, maybe use an old shade instead of paper.
  - Music playing later in the day
  - Pre-Party Friday night June 7 at Eckert Cider Shed
  - List some hotels
- **Hospitality Team Mark and Andrea**
  - During our discussion, we talked about the menu for the reunion day, its cost, and who will be responsible for bringing and supervising the food arrangements for the day. Menu listed below. Mark suggested that we may need to purchase about seven pork butts, each costing \$20.00. Andrea believed that it would be best to allow individuals to bring whatever they want, without using any sign-up system. The committee should buy condiments, some sides to go with the taco bar, buns, utensils, and paper products.
    - Smoked Pork Butt (Andrea & Mark)
    - Buns
    - BBQ sauce
    - Hot Dog
    - Buns
    - Taco Bar (ground chicken and smoked pork)
    - Mark will pick up the sides for the Taco Bar; lettuce, tomato, cheese, jalapenos, beans, hot sauce and soft tortilla, hard taco shells, and chips
    - Ice Cream Bar (family members will bring topping)
    - Cooler with waters
    - Bring our own drinks
    - Mary and Mark will bring plastic table covers
- **Marketing Team Kathy and Heidi**
  - Heidi plans to ask her photographer if he can take pictures for a small fee. They will use Dropbox to share the images with everyone. Additionally, Heidi has provided information on beer buckets and t-shirts pricing.
  - Heidi has worked with Vistaprint before and she thinks they are a reliable company. The cost for a soft gray t-shirt will be \$10 for us, and we plan to sell it for \$15 per shirt. All sizes, from kids to large adult, will be available. [VistaPrint Official Website: Online Printing Services](#)
- **Finance Team Paul**
  - Paul is organizing payment for registration and t-shirts through Venmo, PayPal, or mailed checks.
  - All check will be mailed to Paul (need his address)
  - We need to have all the finance stuff ready by February's email blast
  - Mary will help Mark get on the Schaefer bank account
- **Historian Team:**
  - Paul is working on the Schaefer family tree so far 260 direct descendants still missing information. Paul will resend the family tree info to the committee so we can help fill in the gaps and make corrections.
  - For security reason we will not put any birth dates on the website
  - Heidi will work with Paul to display the family tree on canvas for the family reunion

## Action Plan

Krista	Work on an email blast, website, and Joan's book—certificates for the awards. Also, put together a tentative schedule for the reunion day.
Mary Kay Janelle	Continue to work on the details of the game and activities. Come up with a few more field day activities. Along with a list of all the materials needed for the games and activities. Gather more information about the Pre-Party at Eckert's
Heidi Kathy	Will talk with her photographer about taking pictures at the reunion. She will also confer with him about how long it may take and his thoughts on organizing the shoots. Gather information on the cost of the beer buckets and print the logo for a label. Work with Paul on how best to display the family tree.
Paul	Will organize payment for registration and t-shirts through Venmo, PayPal, or mailed checks. Continue to work on the Schaefer family tree Resend family tree information to the committee. Work with Heidi on how best to display the family tree.
Mark Andrea	Gather prices for food and other items the committee is going to buy. This would include meats, side dishes, breads, condiments, ice cream, and paper products and utensils. This will give us a good idea of our total cost to feed everyone.



**NEXT MEETING February 10 @ 9 AM CT AT THE ABBEY/ZOOM**