

2024 Schaefer Reunion Minutes & Action Plan

Date:	10.14.23
Time/Where:	The Abbey and Zoom
Attendees: Paul Bauer, Mark Voegtle, Mary Kay Carroll, Cathy and Krista Call	

- **Chair**

- During our meeting, we welcomed Kathy McDonald to our committee and discussed various items on the timeline for September to December.
- We decided to use the website and Schaefer Family Facebook page to send announcements and build excitement.
- To begin with, Krista will create an announcement for the website asking for volunteers to share their musical talents.
- She will also set up a sign-up sheet for food, exploring options such as Sign up Genie or Google Form.
- In February, we plan to send out the second email which will include registration and souvenir order forms as well as the cost details.
- The email will have a link to register for the family reunion and a link to pay.
- We also discussed the need for a more structured reunion, including scheduling events, activities, programs, speakers, and an awards ceremony, and decided to explore this further.
- Finally, we concluded that we will not have a meeting in December.

- **Program Activity Team:**

- Mary Kay will talk with Terry about his music group playing at the reunion.
- Mary Kay will talk with Terry about using his sound system at the reunion,
- Mary Kay will talk with Terry about organizing the reunion musical family talent portion.
- Mark has requested the song, Please Release Me to be sung at the reunion.
- Janelle is going to look at the family contact doc and see how we can fill in more family members and continue to add to the directory/list of family members.
- Start to create an icebreaker game, "Get to Know Your Family."
- Instead of renting a bounce house, there are three bounce houses family members can bring
- Please begin to save clothes for Bag Game.

- **Hospitality Team:**
 - Mark gave prices for paper products (I may not have all the prices right)
 - \$17.00 300 plates
 - \$21.00 for little plates
 - \$30.00 Utensils
 - \$17.00 Napkins
 - \$22.00 bowls
- Menu: sign-up for sides and bucket of chicken, pulled pork, nacho bar, hot dogs, ice cream bar
- **Marketing Team:**
 - Heidi will confirm photographer from Art Classic
 - Will there be a fee involved for the taking picture or is he doing it for free
- **Finance Team:**
 - Open a Schaefer Reunion bank account (if needed), and continue to monitor the financial reunion needs and expenses.
 - We all agreed we needed the money before the reunion
 - We discussed the amount to charge each family, and we came up with \$25.00
 - We need to figure out a deadline for registration
 - We discussed how to collect registration fees
 - Send a check
 - Zelle
 - Apple Pay
 - Venmo
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- **Historian Team: Not present**