

2024 Schaefer Reunion Minutes & Action Plan

Date:	11.19.23
Time/Where:	4 PM / O'Town , Zoom
Attendance: Paul Bauer, Mary Kay Carroll, Kathy Friederich, Mark Voegtle, and Krista Call	

- **Chair**

- We will skip the December meeting and resume in January. The meeting will be held at the Abby on January 13 at 9:00 AM. Kathy has called and confirmed the next meeting at the Abbey. Please note the change in the date.
- As a reminder, we will always start each meeting by reading the minutes from the previous meeting and making any necessary changes.
- Moving forward, in February, we will send out another email blast with a registration form, including information on how to pay for attendance at the reunion. We decided to wait to send out a food sign-up until we know how many people will attend.

- **Program Activity Team**

- Mary has confirmed that Terry and his band will perform at the event. We will have Bluetooth speakers playing background music.
- Mary will also discuss the pros and cons with Terry about inviting family members to share their musical talents at the reunion.
- The icebreaker games and cornhole are still on the list of games to be played.
- The cornhole tournament will have a sign-up sheet on the registration form. We will pick partners out of a hat for the tournament.
- We are confirming two bouncy houses and will need extension cords and rugs to cover them up the cords.

- **Hospitality Team:**

- Mark lists the cost of the utensils and paper products we need for the picnic.
- He will report back at the January meeting with the confirmed cost.
- He is donated spoons for the ice cream bar

- **Marketing Team:**

- Heidi will confirm whether there is a cost for hiring the Art Classic photographer.
- Beer buckets with logos will be given away as promotional items, while t-shirts featuring the logo will be available for purchase.
- Kathy has agreed to take the notes for the meetings

- **Finance Team:**
 - Paul has opened a Schaefer Reunion checking account at Scott Credit Union
 - Mary Kay and Mark are co-signers on the account
 - Ways to pay for the registration fee for the reunion.
 - Zelle
 - Venmo
 - Apple Pay
 - Check
- **Historian Team:**
 - Paul is using Macfamilytree 10 app
 - The format looks great
 - The challenge is how to display the family tree at the reunion

Action Plan

Krista	Start building the email blast and registration form. Continue working on Aunt Joan's book as a giveaway and to order.
Mary Kay Janelle	Mary Kay will organize a meeting to discuss the schedule and games and speak with Terri about inviting family members with musical talents.
Heidi Kathy	Start pricing T-shirts and beer buckets with custom logos. Kathy will review notes from the previous meeting and take notes for the upcoming January meeting.
Paul	Start contacting family members to update the family tree for display at the reunion.
Mark Andrea	Provide the total cost for utensils and paper products.

NEXT MEETING January 13 @ 9 AM CT AT THE ABBEY/ZOOM