

2024 Schaefer Reunion Minutes & Action Plan

Date:	April 20, 2024
Time/Where:	Janelle's House/ Zoom
Attendance: Paul, Janelle, Mary Kay, Mark, Andrea, Kathy, Heidi, Krista	

- **Chair:**

- Nine of Aunt Joan's books to be given away as attendance prizes. The book will also be available to order
- Report on Registration 104 (over the age of 12 years) 34 (under 12 years) = 138 people planning to attend the reunion
- I will organize the raffle and attendance prize giveaways. Aunt Joan's quilt squares will also be added to the prizes. I will have small sheets of paper for people to write their names on for the raffle. I will make sure that it is on the registration table.
- Please find one extra person to help on Saturday at 9:00 am.

- **Hospitality Team:** Discussion on required food and supplies for reunion:

- Fixing for taco bar:
 - Guacamole, sour cream, black beans, queso, clinotro, corn, green and, white onion, lettuce shredded, black olives, shredded cheese, jalapenos jar, salsa, hot sauce
- Pork and ground turkey
 - BBQ sauce, spicy and regular, Chips scoop style and thins, Flour tortillas, Hard shells, Slaw Pickles, Mini both sweet/regular buns 5 pkgs of 24 count
- Supplies
 - Paper and Utensils: 2 packages \$21.00 each of 10 1/4 inch paper plates (204 each) bowls \$12.562 pkgs 200 count, Napkins 1200 count, plastic utensils 1 multipack and 1 package of forks, , 2 rolls of paper towels,
- Ice-cream Bar
 - 2 tubs each of Chocolate and vanilla Ice-cream, Topping: chocolate sauce, caramel sauce, whipped cream, sprinkles, cherries, strawberries sauce, oreos, mini reeses cups, mixed nuts
- Facility
 - Andrea confirmed the date with Shiloh
 - \$200 needs to be paid two weeks before the June 8, Mary Kay will take care of that
 - Andrea will pick up the keys on Friday, June 7
 - Bring some brooms if it rained
 - Andrea thinks she will get the deposit back so we are holding off on paying her back
- **Historian Team:** Discussion on how to display the family tree:
 - The family tree will be printed out on canvas, tall and narrow 36x72 Paul will send Heidi the PDF to print. Heidi will get the raw price so we can pay Art Classics for printing

- **Marketing Team:**
 - Decorating pavilion and tables Heidi & Kathy will take the lead
 - T-shirts color is orange, May 12 as deadline to place order
 - Heidi will print award certificates
 - Heidi will print name tags, she will get the list of clans members from the family contact list sent in email on July 11.
 - Heidi will print the coloring sheet for the tables. Big sheet
 - Photographer will take, clan photos, generations and group pictures . 2:30 photo start Heidi will be incharge of the photo schedule
- **Program Activity Team**
 - Eckert's June 7th, the cost is \$5.00 per person to sit in the shed.
 - Memorial Board Mary Kay is working on. Only the aunts, uncles, first cousins, of second cousins Schaefer family
 - Mary Kay will hold a meeting with her team on the games and activities.
- **Finance Team:**
 - Schaefer bank account balance \$1234.97, 6 people have not paid
 - Payments and collections are on going

Action Plan

Krista	Krista to order 9 of Aunt Joan's book Create a after reunion survey evaluation Continue to update the Schaefer website
Mary Kay Janelle	Continue to organize the games and make sure we have all the equipment need for that day Mary Kay to continue to work on the memorial board
Heidi Kathy	Heidi will print the coloring sheet for the tables. Big sheet Heidi will print the awards Heidi will print family tree on canvas 36x72 Heidi will place the t-shirt order Heidi will print off labels for 8x11 ice bucket they will be used attendance prizes Heidi will organize photo schedule
Paul	Continue to take update family tree Continue to track monies coming in to the Schaefer Account
Mark/ Andrea	Will purchases all the foods and paper products needed for the reunion a week before

NEXT MEETING May 18th @ 9AM Janelle's house