

2023 Collins Family Reunion

Zoom Communications w/ Reunion Director

COLLINS FAMILY REUNION MEETING AGENDA

Zoom Communications w/ Shawanda E. Fowler

Sunday, February 19, 2023 at 5:00 p.m.

collins-reunion.com

2023 BOARD OFFICERS

Gina Burnley, President
Jarod Collins, Vice President
Regina Oglivie, Secretary
Laura Collins, Treasurer
Vendolyn Boatwright, Parliamentarian

2023 EXECUTIVE COMMITTEE

Shawanda Fowler, Reunion Director

2023 COMMITTEE MEMBERS:

Registration Committee

Laura Collins, Chair
Vera Baker

Hospitality & Welcome Committee

Sheila Collins, Chair
Regina Oglivie, Co-Chair

Kitchen & Food Committee

Osseum Collins, Chair
Theresa Batiste
Gary Collins
Elizabeth West
Tryston Collins

Entertainment Committee

Theresa Batiste, Chair
Vendolyn Boatwright
Gary Collins
Vylace Collins

Historian & Honorary Committee

Tamba Giles, Chair
Mark Giles, Co-Chair

Fundraiser Committee

Gina Burnley, Chair

Communications & Media Committee

Shawanda Fowler, Chair
Gina Burnley, Co-Chair
Breanna Baptiste

2023 REUNION ESTIMATED BUDGET:

Community Center (deposit/rental)

\$900 - \$1,000

Food Catering Service \$2,000

Security Officer (2) \$50/hr - \$1,000

Entertainment \$100

DJ \$250

Website \$199

Family Reunion T-shirt (\$10 - \$14)

- I. 5:00PM CALL TO ORDER
 - A. Call the meeting to order at _____ p.m.
- II. ROLL CALL | ESTABLISH QUORUM
 - A. Welcome. Confirm there is a quorum (51% must be present)
- III. BOARD REPORTS
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer – \$2,003.35
- IV. EXECUTIVE COMMITTEE REPORTS
 - A. Reunion Director
- V. OLD BUSINESS
 - A. **Seed Donor Committee Dues** – 2 members have not paid
- VI. NEW BUSINESS
 - A. **2023 Reunion Estimated Budget**
 1. Facility – \$900.00 - \$1,000.00
 2. Decorations –
 4. Registration –
 5. Kitchen & Food – \$2,000.00
 6. Entertainment – \$100.00
 7. DJ – \$250.00
 8. Historian & Honorary – \$400.00
 9. Fundraiser
 10. Communications & Media – \$199.00
 11. Security Officers (2) – \$1,000.00
 - B. **Schedule of Events** – Registration and event times
 - C. **SAVE THE DATE** – Post digital marquee via FB, Instagram, TikTok and send notifications via phone, email, mail, and SMS text.
 - D. **2023 Annual Website Renewal** – \$199.00 due
 - E. **T-Shirt Design** – 2/24/2023
 - F. **Committee's Estimated Budget Due** – 2/28/2023
- VII. 5:45PM AWARENESS & ANNOUNCEMENT(S):
 - A. N/A
- I. 5:55PM NEXT ZOOM MEETING: Sunday, March 12, 2023 @ 5:00 p.m.
- II. 6:00PM ADJOURNMENT
 - A. Meeting adjourned at _____ p.m.



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Judson Robinson, Jr.,

10 hours (10 a.m. - 1p.m., 1p.m. - 3p.m., 3p.m. - 6 p.m., 6 p.m. - 8 p.m.)

Building rental (1st-3 hours) out by 7 p.m. $\$68.92 \times 3 = \134.84

Building rental (hour of fraction) out by 7 p.m. $\$18.79 \times 1 \text{ hour} = \18.79

Building rental (1st-3hours) out after 7 p.m. = \$87.72

Kitchen = \$12.53

Room Clean-up/Set-up = \$18.79

Rental \$272.67

Security \$272.67

Total Balance \$545.34