

2023 Collins Family Reunion

Zoom Communications w/ Reunion Director

COLLINS FAMILY REUNION MEETING AGENDA

Zoom Communications w/ Shawanda E. Fowler

Tuesday, June 20, 2023 at 7:00 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
Shawanda Fowler, Co-Chair

Hospitality & Welcome Committee

Sheila Collins, Chair
Regina Oglivie, Co-Chair

Event Designer Committee

Regina Collins,
Elizabeth Hayward West
Lisa Collins

Kitchen & Food Committee

Ossum 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:

Judson W Robinson Jr. Center (deposit/rental)
\$977.22

Food Catering Service \$2,000
Security Officer (2) \$50/hr - \$1,650
Entertainment \$100
DJ \$350 Website \$200
Family Reunion T-shirt (\$10 - \$14)

- I. 7:00PM 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
- IV. EXECUTIVE COMMITTEE REPORTS
 - A. Reunion Director
- V. OLD BUSINESS
 - A. **Seed Donor Committee Dues** – 2 members have not paid
 - B. Judson Robinson, Jr. Community Center (deposit \$488.61/rental \$488.61) totaling \$977.22 – Gina paid in full on March 7th
 - C. **Bella Vista MBC Family Church – Sheila** (can only reserve 15 seats)
 - D. **SEND NOTIFICATIONS – Reminders!** via FB, Instagram, TikTok and send notifications via phone, email, mail, and SMS text.
 - E. **2023 Annual Website Renewal** – \$200.00 due
 - F. When are we expecting more registrants to pay?
 - G. Review Contact List via Dropbox
- VI. NEW BUSINESS
 - A. Website - \$200 paid on 6/19/2023 for collins-reunion.com
 - B. Review Contact List
 - C. Event Layout
- VII. BUDGET REVIEW
 - A. **2023 Reunion Estimated Budget (March 5)**
 1. Facility – \$1,000.00 / count 75
 2. Friday's Meet & Greet at Vendolyn's - \$300 / Food Truck \$11 per plate – count 50
 3. Decorations Committee – \$200.00
 4. Registration Committee – ?
 5. Kitchen & Food Committee – \$2,000.00
 6. Entertainment Committee – Games/Prizes \$ 300.00 / DJ – \$350.00
 7. Historian & Honorary – \$400.00 (allocated toward food)
 8. Fundraiser – \$0.00
 9. Communications & Media – Website \$200.00
 10. Security Officers (3): P.O.C. LeRon – \$1,650.00
- VIII. 7:45PM AWARENESS & ANNOUNCEMENT(S):
 - A. **"Meet & Greet"** Reunion Kick Off, Friday, June 30th at Vendolyn's, 4:30PM – 10:00PM (food, drinks, pool, music, games)
 - B. **Collins Family Reunion Main Event**, Saturday, July 1st, 10AM – 12:00PM (set up time), 12:00PM – 8:00PM at Judson Robinson, Jr. Community Center, 2020 Hermann Dr, Houston, TX 77004
 - C. **Family Church Service**, Sunday, July 2nd, 10:00AM – 12:00PM at Bella Vista Missionary Baptist, 803 E 36th St, Houston, TX 77022, kpriester@bellavistambc.org
- IX. 7:55PM NEXT ZOOM MEETING: Tuesday, June 27, 2023 @ 7:00 p.m.
- X. 8:00PM ADJOURNMENT
Meeting adjourned at _____ p.m.

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Breanna Baptiste

MAIN EVENT (DRAFT)

Security Officer's Start Time: 9:30 a.m. – End Time: 8:30 p.m.

Food & Decorations, Registration Setup Start Time: 10:00 a.m. – End Time: 12:00 p.m.

Family Registration Start Time: 12:00 p.m. – End Time: 1:00 p.m.

Judson Robinson, Jr., Community Center Start Time: 12:00 p.m. – End Time: 3:00 p.m.

LUNCHEON

(Ice Breakers) Start Time: 1:00 p.m.

Mistress & Master of Ceremony

Shawanda Fowler & Gina Burnley / Jarod Collins

Invocation

1:05 p.m. – Lloyd Giles

Welcome

1:15 p.m. – Sheila Collins

Negro Anthem

1:30 p.m. – Tamba Giles

Blessings of The Food / Family Dinner Buffet

1:45 p.m. – Tamba

Business & Wealth (Will, Trust, Credit) / Mental Health

1:00 p.m. – 3:30 p.m.

Papa George Collins History / Memorial Tribute

1:30 p.m. – 2:00 p.m. – Tamba Giles

Memorial | 2020 – 2023 Senior/College Grads | Military (Video Tribute)

(GAMES / Ice Breakers) Start Time: 3:00 p.m. – End Time: 4:00 p.m.

Family Group Photo

4:00 p.m.

Adult & Children Field Day

4:30 p.m. – 6:30 p.m.

Awards / Recognition

Acknowledgements and Remarks

Fellowship/Dance

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