**SAMPLE MINUTES OF FIRST COMMITTEE MEETING**

**Meeting of Outstanding Educator Recognition Committee**

**Nov. 28, 2016**

Attended by Judy, Susan, Joyce and Kathy

LIST OF EMAILS AND PHONE NUMBERS OF COMMITTEE MEMBERS

**We spent the first part of the meeting revisiting what we had done last year, and reassigning tasks that need to be done.**

**JUDY-**

* Order roses
* Organize the refreshment sign up with DKG,
* Send email reminder about paper products and table-ready desserts and date of the event
* Contact the scholarship committee to see if the recipient will be selected in time to announce at the March 21st event
* Send email to the co-presidents from this committee to encourage scholarship applications so we can honor recipient at this event
* Send thank yous to mayor, Central Market for roses, and drummer
* Help write blurbs with Susan and Joyce

**KATHY –**

* Contact Marsha to be our district address person for the nominations to be sent to her email address
* Contact Pat about providing the brochure and certificates AND to arranging for pictures at the event
* Update the corrections to the letters and nomination forms and send to committee
* Ask Annamarie to email nomination forms to all members
* Print labels for mailings- principals- return address labels
* Discuss with Joyce and Carol about a minute to talk about the event at the Christmas gathering
* Get signatures of Carol and Joyce on the letters at the December meeting
* Buy envelopes and stamps
* Print the letters and nomination forms
* Pick up mail at Wolfle in January
* Ask Annamarie for copies of all her files, esp. last year recipients
* Update the list of principals and last year recipients
* Contact Nancy Meyer about drummer and if it should be a welcoming or honoring drumming

**SUSAN-**

* Call city hall to reserve the March date for the room and the microphone
* Arrange payment for the damage deposit for the room reservation and the microphone
* Call the mayor to request she speak at the event
* Call for “training session” for use of the microphone
* Get the event info to the paper
* Write and deliver an invitation to state DKG officers to come to the event
* Bring tablecloth and punch bowl for event
* Write blurbs with Judy and Joyce

**JOYCE**

* Monitor DKG emails
* Make program for event
* Write blurbs with Judy and Susan
* Bring all liquid punch supplies
* Make nametags for recipients and scholarship awardees

**ALL**

* We all worked on revising the letter to the principals and former recipients
* We will all help set up and clean up
* We will all bring punch supplies- Susan – bowl; Joyce- liquid needs; Judy,Susan, Kathy- gallon bags of ice from home

**IMPORTANT DATES:**

* Ceremony is **March 21** from 3 – 6 pm
* Next meeting is **January 3** for committee- at Judy Miller’s home at 10 am
	+ Agenda at that meeting will be to stuff the envelopes and prepare to send them out
	+ **Nominations are due to Marsha Rova by JAN. 27TH!!**

**Additional meetings:**

* **Feb. 7, 10 am- look over nominations we have received**
* **Feb. 28, 10 am- Meet to read over blurbs and check for consistency, etc.**

**Special note: after next meeting, need to send out invitations to nominees and principals. Who will do that? Kathy has done by herself the last 2 years…..**