

Annual Meeting Planning Committee

Feb. 15, 2019

Present: Theol Jackman, chair, Sue Pardue, Kathy Kincheloe, Susan Green, Carol Schumacher

The meeting was called to order at 10:00. Introductions were made and a review of the charter was discussed.

- The first item was to establish a date for the meeting. Sue Pardue presented two options based on CDCA board feedback: May 18, 2019 and May 25, 2019. The committee recommends May 18, 2019, 10:30 a.m. as the best date and time for the Annual Meeting.

Pros: May 25 is not a good date as it is Memorial Day weekend.

Cons: May 18 is one week after the regular monthly board meeting on May 11.

- The venue was discussed with the fire station being the default location for the meeting if no other suitable place is found. The committee will continue to scout other venues nonetheless. Carol Schumacher is going to research the possibility of sound absorption panels. Sue Pardue will look into the cost of renting mikes, tables, and chairs. The amount of rental for chairs for the 2018 meeting was \$200. Sue also reported that Beverly Villarreal, CDCA board member, has investigated the rental of noise reducing fans from Home Depot. We anticipate we will need to same amount for this year that was spent on the 2018 meeting, as soon as that is available.

Pros: The fire station is the traditional location for holding the meeting and is in the neighborhood.

Cons: The fire station acoustics are not ideal and can be hot in May.

- The next task was to consider possible speakers for the meeting agenda. Ideas included: a Master Gardener, the Fire Department/Forest Service, the Sheriff's Office, County Commissioner Clara Beckett, the Animal Shelter, a speaker on being good neighbors, and the Welcome Committee. Other ideas included placing info tables around the perimeter of the room for the speakers to present their materials, as well as other groups which may want to host a table for information purposes. Kathy Kincheloe will look into staging info tables. Concern was expressed about limiting the number of

speakers to 3-5 people and to limit speaking time to 10-15 minutes. Susan Green and Carol Schumacher will look into identifying potential speakers for the meeting.

Pros: Info tables will provide an opportunity for members to interact with speakers and other agencies.

Cons: Too many speakers leads to too long a meeting.

- Door prizes have been a traditional part of the Annual Meeting. The board has always held a drawing for a door prize of a one year membership. Theol will look into additional door prizes such as plants, etc. Kathy Kincheloe encouraged name tags not only for board members but for all Circle D property owners and will look into that. The committee requests \$100 for door prizes.

Pros: Door prizes encourage participation.

Cons: A budget will have to be set for obtaining door prizes.

- Catering was the next topic of discussion. Possible vendors such as Triplett Family BBQ was cited. Some committee members expressed a desire for something other than the traditional BBQ, such as Mexican food, pizza, salads. The possibility of holding the lunch in the pavilion area rather than inside the fire station was presented, if weather allows. The table configuration at the meeting was discussed in order to facilitate serving and seating for the lunch portion of the meeting.

Pros: A wider variety of menu choices would accommodate participant's needs.

Cons: BBQ has always been served at the Annual Meeting.

- Additional ideas not related to the Annual Meeting included hosting a community-wide garage sale and continuing efforts to schedule a dumpster for a Clean Sweep day.

The meeting concluded at 11:15. The next meeting is scheduled for Friday, March 1 at 10:00 at Theol Jackman's home, with weekly updates going to the Board. Susan Green will send a reminder about the March 1 meeting.