



## Pi Lambda Phi • PA Alpha Delta Alumni Association

### Events Planning Committee Meeting Minutes

Wednesday, October 17, 2007

Cherry Street Tavern

#### CALL TO ORDER – ROLL CALL

Chairman Bob Arthur called the meeting to order, those in attendance - Bob Arthur, Shawn Mahoney, Mike Neagle

#### OLD BUSINESS

##### 1. Invitations

- Bob informed the members that the invitations had been stuffed, stamped and sent approximately 1 1/2 weeks prior to the meeting.
- Mahoney gave an update on the amount of returned invitations, or those who had paid online, and gave the estimate of a dozen responses
- It was determined that a final head count be given to Bob by Nov. 3<sup>rd</sup> to give enough time to inform the facility
- It was also determined that selected members of IHQ would receive invites

##### 2. Holiday Inn

- The date, time, location, parking and general information about this year's facility were reiterated

##### 3. Banquet Itinerary

- A vote was taken and Mike Neagle was unanimously voted the Emcee of this year's event. Similarly, it was decided that Jim Kelsh would give this year's "State of the chapter" speech.
- It was determined that the undergrads would be responsible for manning the check in table, handing out name tags, and hopefully supplying some eye candy in the form of young co-eds to "work the table"
- It was decided that any committee reports could be merged with the State of the Chapter address to condense the evening's proceedings and hopefully cut down the amount of ridicule given to the presenters
- Shawn and Mike reiterated the importance of keeping with tradition and therefore, for the presentation of the Jerome R. Balka Award, the Athletic Achievement Award, and the Kovner Award. We will be contacting Chapter Advisors Tim Bryan and Ron Savarese to help determine the voting of those awards.
- It was determined that a 50/50 would take place in an effort to solicit funds for the Alumni Association and that a basket of cheer was not necessary.
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##### 4. Undergrads

- It was determined that the Undergrads would pay \$40 to cover their cost of dinner for the banquet and that they would pay full price for the tailgate on Sat. Headcount and \$ needed from the undergrads by Nov. 1<sup>st</sup>.

## **5. After Party**

- Bob again informed the committee of the After Party set up at McFaddens with \$3 "U call it" drinks for approximately two hours after the conclusion of the banquet.

## **6. Tailgate**

- General information about the tailgate party on Sat. Nov. 10<sup>th</sup> was supplied by Bob to the committee, reiterating the cost of \$25 per person (Pi Lam or otherwise) and that we would need to coordinate with the caterer prior to that morning's festivities to acquire wristbands.
- Shawn informed the committee that the order for cups had been placed and delivery was forthcoming. A check in table will be established where money will be collected and cups and wristbands will be given out.
- Bob volunteered to run a "block pool" during the game, the proceeds of which will be split 50/50 between winners and the alumni association.
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## **NEW BUSINESS**

### **1. Pledge Sheet**

- Bob brought forward the idea of passing around a pledge sheet during the dinner to encourage donations by alumni in attendance. The committee decided that this idea would be better suited for a different function in the future.

## **ACTION ITEMS**

- Shawn will contact selected members of IHQ and invite them to festivities
- Shawn will provide a copy of previous Kovner itinerary to the committee
- Bob will contact chapter advisors to discuss undergrad awards
- Bob will contact undergrads to inform them of price and duties that are asked to perform
- Bob will contact Jeff Diblasi to go over any last minute tailgate issues

Next meeting scheduled for November 14, 2007

## **Adjournment**

Bob Arthur  
*Chairman, Event Planning Committee*  
September 12, 2007