



Pi Lambda Phi • PA Alpha Delta Alumni Association

Events Planning Committee Meeting Minutes

Wednesday, September 12, 2007

Dark Horse Pub

Call to order and roll call

Chairman Bob Arthur called the meeting to order, committee members in attendance – Shawn Mahoney

Old Business

1. Kovner Banquet
 - Friday, November 9, Cocktails at 7:00, Dinner at 8:00
 - Location selected, booked, downpayment made.
 - Holiday Inn Historic District, 4th and Arch, Hancock – Sherman Rooms
 - Parking available at discounted rate
2. Tailgate – Temple vs. Penn State – Saturday November 10th at Lincoln Financial
 - Mahoney opened the discussion by asking what had been planned already, was informed the Jeff Diblasi was in charge of the tailgate party, had already contacted a caterer who was willing to provide food and beer at the cost of \$20 per head and the cost for attending will be \$25
 - Bob suggested that we look into getting cups made for the event to serve as both a keepsake and a way of telling who had paid and who hadn't.
 - Questions were raised about the specific location of the tailgate and if we were going to bring any entertainment, ie. music, horseshoes, beer pong, etc., the committee delegated Jeff Diblasi to obtain that information and report back within two weeks
2. Invitations – Kovner Banquet Invites
 - Shawn provided a copy of the tentative invitation for the dinner which will go to the printer soon and be back within the next two weeks
 - Bob offered to have the invites shipped to his home address and coordinate the stuffing of envelopes by the undergrads with chapter advisors Tim Bryan and Ron Savarese
 - Decided that inserts giving information on the tailgate will be included in the Kovner invite
3. Menu – Food Selections for Kovner Banquet
 - Bob provided copies of menu selections from the Holiday Inn, this year's site for the dinner
 - Bob and Shawn deliberated over a buffet dinner or sit down and made appropriate selections of sit down meal with a few appetizer plates during the cocktail hour
 - Menu to consist of Fresh Field Green Salad, Stuffed Chicken Breast, Rolls, Butter, Desserts, Coffee and Tea

4. Merchandise-
 - Shawn informed the committee that Mike Naegele was purchasing Pi Lam hats and bringing to the dinner to be sold to alumni
 - Bob has offered to attempt to create a Calender of Events to be distributed or sold, depending on the cost, which would list important dates, phone numbers, the website, etc.
5. Awards
 - Shawn is looking into contacting some older alumni for recommendations of an alumnus worthy of receiving an award and also trying to tie that with honoring an entire class or group of classes
 - Undergrad awards, need to speak with chapter advisors to determine who is worthy of receiving awards

New Business

1. After Party
 - The idea of having some sort of designated place for the alumni to have cocktails following Kovner was discussed, Bob is looking into setting up some drink specials at various locations
 - Places suggested, anywhere in Olde City, Downey's, New Wave, Dark Horse, Kildares
2. Future Events
 - Undergraduates to be asked to host an event for the alumni in the Spring, possibly in conjunction with Founders Day, March 21.

Action Items

1. Jeff DiBlasi to research entertainment options for tailgate.
2. Shawn Mahoney to complete invitations, create an insert for the tailgate and send to printer. Invites to deliver to Bob Arthur around 9/24.
3. Bob to coordinate assembly and mailing of invitations with Chapter Advisors and undergrads. Obtain check from Treasurer for stamps.
4. Shawn will invite key members of the IHQ.
5. Bob to make final setup details with Hotel.
6. Mike Naegele to purchase hats.
7. Bob will work on putting together a calendar of events.
8. Shawn will seek options for alumni worthy of recognition.
9. Bob will look into "after banquet"

Meetings

Next Meeting Scheduled for October 10, 2007

Adjournment

Bob Arthur
Chairman, Event Planning Committee
September 12, 2007