

Oregon Chapter of ARMA International, Inc.
40th Anniversary Planning Committee: Minutes of Meeting: Saturday January 31, 2009

Present: Jennifer Fouhy, Cheryl Dorman, Tim Hunt, Jane McGarvin, John Littler, Deb Baidenmann, Ken Begley,

- Called to Order 9:00 AM in the City Council Chamber of Lake Oswego

General Purpose This Committee was convened to start the planning process for the Oregon Chapter's 40th Anniversary celebration. The celebration will be combined with the Chapter's May 2009 end-of-year meeting.

Venue

- Cheryl will lead the effort to find a venue, assisted by Jennifer. The requirements are:
 - Able to accommodate 50 people
 - Adequate parking
 - Able to provide or accommodate catering
 - Available on a Thursday evening, likely target date May 21, 2009

Program

- We'll pursue a 1960's theme
 - Tim will search our archives for materials
 - Deb will seek out music
 - Invite attendees to dress in a 1960's style; possible contest
 - Decoration of room – will depend, in part, on the venue selected
- Trivia Contests
 - RIM-related questions
 - 60's-related questions

Drawings / Prizes / Commemorative Give-aways

- Engraved glass-ware (one for each attendee)
- Lava lamp
- iPod

Publicity

- Save-the-Date postcards
 - Jane to handle the production
 - Artwork to be determined
 - We'll likely produce 200 to ensure enough for good postal rate and to send to people who may not be Chapter members

General Discussion

- We will seek vendor support; offer them a display-table presence
- Admission fee for attendees will be \$20., members and non-members
- We will "comp" Region reps as well as certain honored guests, such as former Chapter presidents
- We will likely have 40 attendees; we will use 50 as our working number
- Need to ascertain Regions reps' availability; date of the event will hinge on this

Budget

A tentative budget was sketched out. All entries are subject to refinement. (see page 2)

Tasks and Assignments (see page 3)

Budget for Oregon Chapter's 40th Anniversary Celebration

EXPENSES

Venue	including food and drink		2500
Commemorative Give-aways			300
Prizes / Drawings			400
Decoration			200
Publicity			100
Total			3500

INCOME

Admission Fee	\$20 per person	Assuming 30 paying	600
Sponsorships	Vendor 1		100
	Vendor 2		100
	Vendor 3		100
	Vendor 4		100
Total			1000

Tasks and Assignments

TASK	DESCRIPTION	LEAD	ASSIST
Trivia Game	Gather questions, devise format	Ken	Jennifer
Venue	Find appropriate venue; arrange food & drink	Cheryl	Jennifer
Search Chapter Archives	--find names of former presidents --find any useful photos or other graphics	Tim	
Sponsors	--Compile list of vendors likely to sponsor --Contact potential sponsors and track	John	Ken Tim
Music	Compile 60's-themed "soundtrack"	Deb	
Publicity	--Produce save-the-date postcards --Arrange for labeling and mailing	Jane	All
Budget	Track all expenses and income	Jennifer	All
Prizes & Giveaways	Select and purchase	Jennifer	Cheryl

--Adjourned 11:00 AM
 --Next Meeting of Committee to be determined