Special Events Committee Meeting Minutes  
April 15, 2008  
3:00 pm

The Special Events Committee held a meeting in the conference room Tuesday, April 15, 2008. Attendees included: Alan Vickery, Phil Gilihan, Wanda McConnaughay, Tracy Cone, Nancy Dust, Kim Whitten, Tamra Bevil and Suellen Davidson.

The following agenda was discussed:

I. Discuss Evaluation Process
   a. Documentation of committee involvement for reporting
      i. Submit description of committee involvement to Chair
   b. Evaluation of events for reporting
      i. Was the event successful
      ii. How was attendance
      iii. Should the event continue

II. Calendar of events
    a. Revised calendar of events
    b. Commitment to events for June – December (see attachments)

III. Set next meeting date

Nancy recommended surveying the event chairs to see if they needed any help. This could easily be done with a phone call, and it was suggested that you document your inquiry. As an example, Tamra reported that she had contacted the nursing department to ask if they needed our assistance with the Nursing and Pinning Ceremony to be held on April 29.

Discussion followed about the evaluation of events. It was decided that you, as a committee member, should poll the event sponsor or event attendees to determine the success of the event. Some events will continue whether they are deemed a success or not, and others that are new events may be discontinued upon evaluation. Tracy agreed to work on a survey card that may be used for assessment of events.

Assignments were made for the events scheduled during the second half of the year. Each committee member was assigned an event and asked to make contacts with the person/persons in charge and offer our assistance. This discussion ended with the Employee Recognition Breakfast, and it was decided that Karla has agreed to plan/implement this event.
The committee discussed whether we wanted to have an end of year potluck to be held the first part of May. Kim Whitten suggested we have a meal catered and charge for the lunch according to cost. Nancy will poll all of Ozarka to determine the interest level.

In conclusion, the committee decided to set the date of the next meeting at a later time.