

December 4, 2019 Betty J. Queen Intergenerational Center

The meeting was called to order by Vice President Barbara in Jon's absence.

Present: Willie Gentry, James Smith, Bob Kuhnle, Cindy Swan, Kathy Swarthout, Alex, Lillian

Treasurer's Report given by Lillian and accepted.

Fitz Barnes has been given the contract for catering the Holiday Luncheon on Wednesday, December 11, 2019. He will not provide desserts.

Desserts were discussed and the consensus was that we will need 2 large sheet cakes. Kathy volunteered to order these from Costco tomorrow and pick them up before the luncheon.

A Mid-morning Snack for attendees was discussed. The bus will arrive at 10 AM although the luncheon won't officially start until 11 AM. Lunch will start at 12. Willie will go to the Resource Council and see what he can get for snacks: punch makings, cheese, sweets, or nuts to be on a table at the entrance. Barbara suggested small cups or small dishes on each table.

Door Prizes were discussed: Jon e-mailed that he suggested \$100 for door prizes, one of which would be a \$25 gift certificate for food. Other ideas were presented, i.e., each member contributing a door prize, using Poinsettia plants for decoration and door prizes. Bob volunteered to go to Walmart for Poinsettias and discuss door prizes/ gift cards for food with them.

Vendors who will be present" The Sheriff's Office, The Resource Council, JAUNT, JABA, and a care center

We are expecting 200 people.

James said that the staff of the Betty J. Queen Center will set up 28 8' tables (or enough tables and chairs to seat everyone and accommodate the vendors) on Wednesday morning in the gym. The Center has punch bowls.

Kathy volunteered to go to Costco (or Sam's or BJ's) to purchase:

1. 6 oz. Christmas cups for punch (200-300 cups)
2. The cakes
3. Disposable table cloths (5 packages of 7)
4. Candy canes (for To-Go Bags and for children) approx. 250 – 300)

Barbara made a motion to authorize Kathy to purchase above items with Kathy to present receipt for reimbursement. Seconded by . Aye: 100% No: 0

James Smith said that the tables will be set up by 9 AM Wednesday morning and Commission members need to be present then to decorate.

200 people= 28 tables and chairs, plus tables for vendors, serving, and registration.

Registration: Willie and Debbie Gentry

Sign-Up Sheet and Tickets: Cindy Swann

Servers: Board of Supervisors and ?

Entertainment: Bill Burk (playing music), Middle School Choir, **Santa**

Program:

10:00 AM Sign-Up Sheet and Tickets ready; Registration table ready. Greeters ready

We may need to have snacks for the people who arrive on the JAUNT Bus at this time.

11:00 AM Greeting

11:05 Bill Burk playing music

Devotion and Blessing: The Pastor of The Louisa Presbyterian Church

11:15 Children's entertainment

12:00 Serving Lunch

Santa visiting tables, Commission members visiting Tables, pass out Candy Canes (?)

12:30 PM Middle School Choir

1;15 PM Drawing for Door Prizes

2:00 PM JAUNT BUS LEAVES Program ends

MOTIONS:

1. Payment to Fitz Barnes for catering: \$2100. Made by Bob, Second by Alex

Vote: Yes: 100% No: 0

2. Door Prizes and Poinsettias: Bob Kunle is authorized to go to Walmart and approach them for a \$25 gift card (for a ham, turkey, or other large food item) and to see what else we can get for \$100 or less.

Motion made by Alex, seconded by Kathy

Vote: Yes 100% No: 0

NOMINATING COMMITTEE

Lillian presented the slate of next year's Officers recommended by the Nominating Committee:

President: Jon

Vice President: Barbara

Secretary: Bob

Treasurer: Lillian

Nominations will be accepted from members of the Board at the next meeting. A Vote on the New Officers will be taken on the New Officers Next Meeting. The Officers will start their term of office as soon as elected for the fiscal year 2020.

Motion made to accept the nominations as presented by the Nominating Committee by Bob and seconded by Alex.

Vote: Yes: 100% No: 0

We are still looking for new members. Willie will remind the Supervisors when they take office in January.

The next meeting of the Commission on Aging will be January 8, 2020 at 10:00 AM at the Betty J. Queen Center.

Please advise Kathy Swarthout (wkbs23117@gmail.com or 804-920-1750) of corrections to these minutes prior to the next meeting.

Thank you.