

UMW Mission Team Meeting Minutes November 23, 2008 meeting

In Attendance: Fran West, Janet Johnston, Renae Parra, Amy Curtis, Rev. Pam Rowley, Sharon Smith, and Alicia Nelson.

The purpose of this meeting was primarily to finalize the details for the Dec. 2nd Candlelight Dinner.

OLD BUSINESS:

Charlie Brown Concessions Report:

Revenue – \$467.00
Expense for Water Bottles and Candy \$147.82
Profit - \$319.18

The profit of \$319 will be split between the charities that “Charlie Brown” was raising money for and the Sudan Water Project (guest speaker at our Candlelight Dinner.)

Renae made a list of the types and numbers of candy we purchased and sold to be used as a guideline for future concession stands. She is holding on to this sheet until the next meeting when we should have a folder to put it into.

Chocolate Boutique Update:

The slides for advertising look great.

Fellowship Events Team is willing to “cater” this event so we don’t have to hire outside catering and they can do the breakfast and lunch for much less money, so ticket price for event can be lowered from \$35 per ticket to \$29 per ticket. Some concern was expressed by members that this is still too pricey and tickets may be difficult to sell. We needed to move on to the Candlelight Dinner, so this topic was shelved.

Review of TO DO list from last meeting: (actions written in bold)

Fran - send Lori info about the Chocolate Boutique **(complete)**
- write up Service Contract for Fellowship Events Team **(complete)**
- contact Lisa Lehnus **(complete: Fran, Janet J and Renae met with Lisa, Mona and Rich Boone to go over details of menu and serving of the dinner.)**
- email Brad about need for men for him to share with his groups **(Fran has verbally spoken with Brad; also Lisa Lehnus from FET said she would send out an email through Lynda to recruit more men. We have not seen this email yet. Alicia will email Lisa the names of the men we have so far which totals 10. Lisa suggested we would need 15 men to help, so we are getting close.)**
- set up entertainment (Sound of the Rockies) **(complete: Sound of Rockies did not come through, but the St Mary’s Academy Girl’s Honor Choir will perform.)**
- contact Christina Lynn **(complete: Amy talked to Kristina and let her know that dinner could run as late as 8:30.)**

Lori - write up Chronicle article and submit to Sharon **(complete, we think.)**
- submit Fran's and Renae's contact information to Mission Resource office **(not sure)**
Lori was not in attendance, but these items were not pertaining to the dinner.

Renae - check out the books that are part of the UMW Reading Program; look into some to purchase **(complete; Renae asked for \$100 to buy books for a UMW shelf in the library. We can buy about 10 titles for this price**

through Amazon.com and all are on the UMW Reading Program list. She will go ahead and buy the books and submit receipt to Amy.)

Betty - complete invitations for Janet, Pam, Laura, Megan and Patricia **(complete; beautiful!)**
- update UMW flyer and send electronic version to Lynda **(not sure; Betty was not in attendance)**
- get additional copies of the Reading Program information **(not sure; Betty was not in attendance)**

Alicia - get tax exempt form from Bonnie
- design votive for gift **(complete; Alicia found some votives slightly smaller than originally planned which already have a candle in them and they are a great price. She will decorate with star embellished mesh and gold design on glass.)**

Someone needs to set up the following --- let me know who:
- microphones **(Martha Riley is bringing her own sound system, but we still need a microphone for Fran and Laura; Fran to talk to Ken Fong about this.)**
- something on which to play Slater Armstrong's CD **(Martha is getting music to Fran who will give it to Brad to be put on an ipod or something that can be played.)**

Candle Light Dinner – other Updates

Fran, Janet J and Renae met with Fellowship Events team on Nov. 19 (Mona Daniels, Lisa Lehnus and chef Richard Boone) to discuss the menu and serving details. The menu was tweaked slightly from our plan and when they go to buy ingredients it could change slightly again due to availability of products. Mona and Lisa will be in charge of the kitchen and our men servers. Lisa was to create an email to recruit a few more men; we haven't seen this go out yet.

UMW December Candlelight Dinner (updated after meeting with Fellowship Events Team) –

Appetizers – cheese, crackers, grapes and cranberry punch bowl.

Meal - pork tenderloin, risotto, French green beans

Salad/Soup – Butternut squash and Pear soup and congealed cranberry salad on a lettuce leaf

Rolls – dinner rolls will be on the table

Dessert – Peppermint Ice Cream with chocolate accent

Also, FET said serving the soup course will take time, so they told us to plan on the evening going closer to 8:30, rather than 8:00.

UMW is responsible for the cocktail napkins, cocktail disposable plates and dinner napkins. Fran has checked our supplies and we have enough cocktail napkins and plates. So, we only need to purchase dinner napkins.

Renae will email out a separate TO DO list from this week's meeting.

Renae will create a checklist of all the tasks that need to be complete for the Tuesday afternoon setup and it will be available in the Fellowship Hall for helpers to use as a guide. Helpers may come as early as noon that day to start setting up. Some will come around 4:00 to help with last minute things. Committee members are urged to help where they can.

As a thank you to the Fellowship Events Team, we plan to give them money or a gift card to buy something for their team (such as a piece of kitchen equipment.)

Amy will have envelopes ready to distribute at the Dinner for the following groups:

\$50 honorarium for string trio

\$50 honorarium for Honor Choir

\$50 or gift card for Fellowship Events Team

Ticket Sales will continue next week (November 30; Renae to sell between services.) As of now we have 65 registered to come to the dinner. Fellowship Events is buying and cooking for 100. Also, several people came by the table today and said they would sign up next week. So, we need to sell one more week and should hit our target of 100. If we have extra meals, they will be served to the Men who are serving the dinner.

Entertainment: The 12 girls from the choir who are singing will be here for dessert. We need to set up a separate table(s) for them to eat at and ask FET purchase extra dessert. Fran will ask Roberta which carols the girls are leading us in at the end of their show; we are wondering if printed lyrics will be necessary? Suggested entertainment for next year: The Highlands Ranch Community Chorus that rehearses at St. Luke's; several women from the choir are in this chorus.

Servers: Men are wondering what they should wear and what time they should arrive. Alicia is going to send Lisa Lehnus the list of men who have signed up thus far (ten men) so that Lisa can coordinate the servers.

Printed Program – We discussed what should be included on the program,. Sharon Smith will work on the program. Fran has coupons/certificates to Office Max we may use to get the program printed. Program to be placed at each seat will contain:

Order of events for the evening

Menu (Fran to ask Richard Boone to give Sharon final menu info after groceries have been purchased)

String Trio names

Honor Choir (Fran to get Sharon exact name of the Choir) led by Roberta Hamilton-Griggs

Martha Riley (Sharon to contact Martha about what to say about her program)

Thank you to Fellowship Events Team

Alicia Nelson is assigned to be the liason between the UMW and the FET the night of the dinner. She will be seated near the door to the kitchen and communicate with Mona as required.

Amy Curtis will have name tags ready for guests at the door; Renae Parra will greet guests as they arrive.

Schedule:

Monday 12/1 5:00 PM – can't do too much in fellowship hall since the Boy Scouts are there that night; begin preparing and cooking (salad and dressing for sure) as much as possible; check condition of tablecloths

Tuesday 12/2 noon – table decorations, including candles, and decorations will be done; we do have black velvet squares to cover the bulleting boards; last minute kitchen prep will be done by the guys; will set up a podium and microphone for announcements and prayer; set up background area for trio; table for Sudan mission; screen for speaker's visuals; UMW information table

6 – 6:30 Appetizers – Fran and Sharon will provide punch bowls, serving trays, etc.

6:15 Janet will thank everyone, introduce the trio and ask everyone to enjoy the music; “when you hear the chimes, please go in and stand behind a chair”;

6:30 Janet will ring chimes and ask ladies to proceed into Fellowship Hall

6:35 Laura will do the blessing;

6:40 Salad/soup – salad will be on table already; soup will be served

Background music – Slater Armstrong’s CD could be background; CDs for sale at end of evening

7:00 Entrée

7:30 Mission moment – Fran will say thank you, make announcements and introduce the speaker who will talk about 15 minutes “before we have our dessert, we’d like to take a moment for . . . “

7:45 Dessert – Fran will talk then introduce entertainment

7:55-8:15 Entertainment – will save time at end for two carols to be sung

NEW BUSINESS:

No New business, we are focusing on getting through the dinner!

Minutes taken and submitted by: Renae Parra

NEXT MEETING: