

**The Retreat at Greenbrier Condominium Association Social Committee
Minutes for January 18, 2018 Meeting**

Present: Bob Banes and Mary Dail, Co-Chairs; Carole Calabrese, Bill Reid, Bobbi Wittern, Roxann Forster, Phillis Whitehead, Elizabeth Woods, Debbie Pierson, Mary Lu Babcock, Gary Gompers, Jane Kimes, and Jean Hildebrandt. Caron Jeffries attended as Board Liaison.

Bob Banes, Co-Chair, called the meeting to order at 7:00 pm.

The minutes from the December meeting were previously reviewed via email. A motion was made and seconded to approve the minutes. The minutes were approved and have been posted to the Retreat website.

New/Old Business

Bob thanked everyone who participated in removing the Holiday decorations from the Clubhouse, including the Grounds and Maintenance Committee.

A new Christmas tree has been purchased for next year. It has been delivered and put in our storage. The cost of the tree will be charged to the Social Committee budget for 2017. Thanks to Mary Lu and Don Babcock for coordinating that effort.

Mary Dail announced her resignation as Co-Chair at the December meeting. Bill Reid has volunteered to fill this position. The Committee unanimously concurred with Bill being appointed as Social Committee Co-Chair.

Mary Dail reported that she and Bonnie Herring, The Select Group, have completed reconciliation of our 2017 budget. The Committee did a good job of being cost conscious when planning and providing events for the Community. Even with the purchase of the new Christmas tree we were only \$27.89 over our budget of \$3100. Our budget for 2018 remains at \$3100.

The Committee does not currently have a treasurer. The members were asked to consider volunteering for this position.

There was discussion on setting up a subcommittee to schedule special events/estimate required funding and provide recommendations to the Social Committee. Some members felt a subcommittee was unnecessary. Other discussion highlights: (1) The further out we can complete the event schedule, the better. This helps Carole and Glenna when residents or the Committee want to schedule functions. (2) We need to have a budget and event schedule for the next year by July. (3) Ideas for new events or activities are welcome. (4) We have charged for a few events to cover entertainment. There was a discussion on the pros and cons of continuing this, with no consensus.

Bill Reid provided three (3) handouts for discussion. Bill revised the documents based on our discussion. The revised documents are attached to these minutes.

1. "Retreat Social Events – Guidelines for Success" - There was discussion on the difference between a Signature Event and a Regular event. Generally, there would be no more than one Signature Event a month. Food/Drink would be provided by the Social Committee and require more financing than a Regular Event. For example, potlucks are considered a Regular Event, even though some money is budgeted for these events.

The Committee discussed how we could better communicate scheduled events and activities to our residents. We have a sandwich board that should be put out for our events. We will also be putting information in the community newsletter. We talked again about using our Block Captains to distribute calendars/flyers to residents. Further coordination is required.

Coordinators are also responsible for filling out and providing the Event Planning Form for their event.

2. "Retreat Social Calendar – Nine Signature Events 2018" – We discussed the suggested list of Signature Events for 2018 and agreed which events would be Signature Events. These revisions are reflected in the attached document. Mardi Gras was identified as a Signature Event for 2019.

3. "Retreat Social Committee – Regular Events" - These are usually recurring events that were on the calendar for 2017. Italian Night and the Super Bowl Party were moved from Signature Events to Regular Events even though they are held once a year.

We are still in need of a coordinator for Tours and Trips. Mary Lu Babcock has flyers from SignaTours that will be posted to the website and copies put in the binder at the Clubhouse.

The Committee unanimously concurred that Bill Reid would be the Chairman of the Christmas Party Subcommittee for 2018. The party will be December 8, 2018 at 6:00 pm.

Calendar:

January

January 19: 5:00 pm – Happy Hour

January 23: 12:30 pm – Luncheoneers at Baker's Crust; Hostess: Mary Dail

January 26: 7:00 pm – Bingo; Callers: Margie Simpkins and Barb Mandley

January 27: 5:30 pm Social Time, 6:00 pm Dinner - Italian Night; Coordinators: Carole Calabrese and Mary Lu Babcock.

February

February 2 & 16: 5:00 pm – Happy Hour

February 3: 6:30 pm – Snacks and Jazz; Host: Gary Gompers

February 4: 5:00 pm – Super Bowl Party; Coordinators: Marilyn and Bob Banes. BYOB and a snack to share.

February 9: 7:00 pm – Left, Right, Center

February 17: 5:30 pm Social time, 6:00 pm Dinner – Winter Cook-off; Bring soup or chili. Coordinators: Mary Dail and Phillis Whitehead. There will be a sign up to bring something to be judged. The Committee will provide bread and cookies.

February 23: 7:00 pm – Bingo

February 27: 12:30 pm – Luncheoneers

March

March 2 & 16: 5:00 pm – Happy Hour

March 9: 7:00 pm – Left, Right, Center

March 17: 5:30 pm Social Time, 6:00 pm Dinner – St. Patrick's Day Dinner; Coordinators: Elizabeth Woods and Phillis Whitehead. Corned beef and cabbage will be provided. Residents should bring a dessert to share. Bob Banes will provide the cabbage. Bobbi Wittern will make Irish coffee. We possibly need a larger sign for the tip jar. We should explain to Residents that the Committee can't purchase liquor and the money reimburses the person providing the liquor. An EVITE will be required for this event.

Meeting adjourned at 8:40 pm.

Recorded and Submitted by
Jean Hildebrandt

Retreat Social Events - Guidelines for Success

1. Retreat Signature Social Events shall be special events arranged by the Social Committee. There will be a limited number each year with not more than one Signature Event each month. A Signature Event will typically include a program or music of 15-30 minutes duration and food. Financing for each Signature Event will be budgeted at the beginning of each year.
2. Retreat Regular Social Events shall be the regular events on the Retreat Calendar with no limitations on the number of events held. Generally speaking, Regular Events will not require financing.
3. Each Signature Event will have two Coordinators and each Regular Event shall have one Coordinator to manage the event.
4. The duties of the Coordinators shall be to:
 - (a) arrange the event program or entertainment
 - (b) welcome guests to the event
 - (c) introduce any program arranged (Signature Event)
 - (d) to explain the rules to new attendees (Standard Event)
 - (e) to advise attendees of upcoming Social Events
5. Coordinators should be selected and invited by the Social Committee but need not necessarily be Social Committee members. For example: Italian Night should be coordinated by two residents of Italian origin.
6. For Signature Events, the kitchen should remain closed (except for those pouring drinks) until after the program is completed. This is to eliminate distracting conversation during the program. The program might be arranged after the food and before desert if preferred.
7. Publicity for Signature Social Events should be professionally arranged with posters prepared and submitted to the Retreat Roundabout Newsletter. Communication for events is paramount for successful attendance.
8. Where possible events shall be held in the Clubhouse. The exception is: Grand Gala Christmas Party will be held elsewhere due to space limitations.
9. A cleaning up team will be appointed for every event. In no circumstances will the cleaning team start rearranging tables and chairs before the event is over.
10. If appropriate the Coordinator will end the event by thanking those in attendance for coming.

Revised January 18, 2018

Retreat Social Calendar – Nine Signature Events 2018

January

Signature Event: None

February

Signature Event: (Mardi Gras in 2019)

March

Signature Event: St Patrick's Party ()

April

Signature Event: None

May

Signature Event: Kentucky Derby Party

June

Signature Event: Welcome Summer - Pool Party (69)

July

Signature Event: None

August

Signature Event: End of Summer Pool Bash (75)

September

Signature Event: Musical Appreciation Evening (Wine & Cheese Party) (49)

October

Signature Event: Oktoberfest

November

Signature Event: Veterans Appreciation Night (40)

December

Signature Event: Grand Gala Christmas Party (79)

Signature Event: New Year's Eve Party (new event)

Revised January 22, 2018

Retreat Social Committee – Regular Events

EVENT	SUGGESTED FREQUENCY
Left Right Center (16-24)	Monthly
Bingo (12-19)	Monthly
Karaoke (20)	Quarterly
Retreat Luncheoneers	Eight Times a Year
TGIF Happy Hour (14-15)	Weekly
Italian Night	Annually
Super Bowl Party	Annually
Men's Movie Night	Twice a Year
Ladies Movie Night	Twice a Year
Red Hats	Monthly
BI-Monthly Breakfast	Six Times a Year
Wii Bowling	Twice a Year
Ice Cream Social	Annually
Wine and Cheese Night (Musical Evening)	Quarterly
Retreat Lecture Series	Four Times a Year
National Night Out	Annually
Christmas Caroling	Annually
Community Yard Sale	Annually
Tours and Trips	Four Times a Year

Revised January 22, 2018