
RETIREE GROUP MEETING MINUTES

Tuesday November 24, 2015
1:00 – 2:30 p.m. | C121g

Attendees:

Deanna Douglas (a)	Robin Macqueen
Mel Fearman (a)	Dawn Palmer (a)
Moira Gookstetter	Therese Paradis
Eric Grass (a)	Pam Robertson (a)
Mike Holmwood (a)	Kristen Vincent (a)
Gerda Krause (<i>Chair</i>)	Gayleen Wren (a)

Minutes:

Anna McAuliffe

The meeting was called to order at 1:06 p.m.

1. Approval of agenda

The agenda was approved by consensus.

2. Approval of minutes of September 29, 2015

The minutes of the meeting of September 29, 2015 were approved by consensus.

3. Listserv and Facebook (Kristen)

ACTION: Kristen to be asked to provide update via email on the Facebook page and listserv registration.

4. January Retiree Function

a. Space booking, budget, pins (Gerda)

Gerda confirmed that the Employee Lounge has been booked for Thursday January 21st from 3:30 – 6:30 p.m. The event will be advertised to run from 4:00 – 6:00 p.m. It was noted that the Philosopher’s Jam is scheduled in the event space for 7:00 p.m.

The Langara Coat of Arms will not be used for the retiree pins as it is designated for specific use, but a design is being put together for the group. Once a mock-up has been received, it will be circulated.

b. Event planning – food/drinks, sound, speakers, music (Gerda)

Gerda reported that she has spoken with Tim Higgs who will be able to acquire wine for the event at a cost of \$5 per glass. Event attendees will receive a complimentary glass upon completion of the questionnaire and any additional glasses can be purchased.

Gerda also met with the on-site catering staff at Chartwell's. It was suggested that when choosing refreshments, that the group budget for eight (8) pieces per person which would include appetizer and dessert items plus non-alcoholic beverages. This would work out to about \$15 per person. Once there is a better indication of the number of attendees, a final amount can be figured out.

ACTION: Gerda to speak to Ian Humphreys about additional available funding.

Gerda put out a request to Edgar Avelino to play guitar at the event, but received no response. It was noted that Langara has used musicians at several events including graduation and it was suggested that the same be done for the retiree event.

ACTION: Gerda to connect with Les in Registrar's Office to find out about hiring musicians.

A discussion on potential speakers was held. It was confirmed that Lane will attend.

ACTION: Gerda to send call out to the rest of the group to see if they are interested in speaking or have suggestions for speakers.

c. Video or PowerPoint

Communications & Marketing staff have provided access to a number of photo albums, but they appear to be fairly recent events. A discussion on ways to collect photos from retirees was held. It was decided that a video would not be produced, rather a slideshow of photos that would be displayed on screens around the room. A discussion on ways to collect photos from retirees was held.

ACTION: Gerda to meet with Kristen and Marlene from Communications & Marketing to discuss RSVPs, advertising, and creation of a slideshow.

5. Membership

Deferred to next meeting.

6. Other

ACTION: Anna to poll the group for availability to meet in early January to finalize plans.

7. Adjournment

The meeting was adjourned at 1:40 p.m.