

2024 Mallory Connections Call #04 - Meeting Minutes_04132024					
DATE: 04/13/24		SCHEDULED START/END TIME: 10:30 AM EDT – 11:30 AM EDT		ACTUAL START/END TIME 10:30 AM EDT – 11:50 AM EDT	
PURPOSE	Family discussion and updates on the planning for Family Reunion, July 19 – July 21				
LOCATION	Zoom				
ATTENDEES	Rochelle, Sharon, Katrina, Khea, Sigourney, Marni, Melanie, Marsha/George, Tosha, AJ, Wayne, Terri, Ayanna/Rudy, Darrick, Keith Jr., Annette, Linette, Greg, Brother				
AGENDA	<ul style="list-style-type: none"> • Meet & Greet (Updates on the format for future calls) • Reunion Updates • Family Calendar Information Updates • Event Planning, Teams are Needed. 				
DECISIONS MADE OR NEEDED					
<ol style="list-style-type: none"> 1. Discussed and decided, to have scheduled happy hour calls biweekly to attract a wider audience to get their feedback and participation. This biweekly call format would also have a scheduled family slide presentation to share a who is who family narration. 2. Determining the cadence and schedule for the biweekly calls will need to be researched. 3. Sharon has offered to assist Ayanna with any family tree displays during the family reunion weekend. 4. Wayne will schedule time with Ayanna to record a family reunion presentation 5. The event may need a Master of ceremonies (This was not discussed on the call) 6. The Pavilion will be Guilford Park located in Howard County, MD. More details will be added to the flier and printed program. https://www.sonesta.com/sonesta-select/md/columbia/sonesta-select-columbia & https://www.visithowardcounty.com/listings/guilford-park/2311/ 7. Main Event has been sponsored for VIP Bowling and scheduled for Friday, July 19th from 7pm or 7:30pm – 10:00pm 					
RISKS, ISSUES, UNKNOWN – IDENTIFIED					
<ol style="list-style-type: none"> 1. Need to confirm Leads and Teams for various tasks groups, i.e. food shopping team, food prep and prepare team, picnic setup team, picnic cleanup team, activity planning team, etc. 2. Need to confirm a good day and time for the biweekly calls where family information is shared. This call is branded as the virtual ice breaker and happy hour. 3. Family photos need to be submitted to malloryconnections@gmail.com to be included in the family color printed calendar as well as family pictures for the virtual ice breaker and happy hour. 4. If there are any additional questions or suggestions that are not noted in the above-mentioned meeting notes, please email malloryconnecitons@gmail.com 					
ACTION ITEMS					
<ol style="list-style-type: none"> 1. Wayne will seek out a team of 3-4 people to make the phone calls and ask questions related to best time to have a call biweekly call. 2. Wayne will complete the first release of the website by May 1, 2024 3. Wayne and Rochelle will develop a slide template to share family photos for the biweekly call 4. AJ noted on the call a few team members he would like to work with to develop activities. 5. Wayne will draft a flier with the hotel details and link to register for accommodations 					

<https://www.sonesta.com/sonesta-select/md/columbia/sonesta-select-columbia>

6

6. Wayne will contact Keith Jr. and assist with any information to support an activity for the picnic

NOTES

- Today's conference call (recording) <https://youtu.be/DNBSsb058is>
- Also available on Facebook <https://www.facebook.com/groups/812900107293532>