

Mallory Connections Family Reunion Planning Call #02 Minutes_05232024

DATE	05/23/2024
START TIME	8:05 PM EDT
END TIME	9:10 PM EDT
WORKGROUP	Mallory Connections Project Team
PURPOSE	Discuss information updates on the family reunion
LOCATION	Zoom
ATTENDEES	Wayne, Melanie, Annette, AJ,

AGENDA	<ul style="list-style-type: none"> • Discuss some planning and logistics for the “2024 Family Reunion” <ul style="list-style-type: none"> ○ Discuss remaining volunteer slots to be filled ○ Get updates on the progress of the color printed calendar ○ Review and discuss survey numbers for possible attendees for the events <ul style="list-style-type: none"> • malloryconnections.org is available with accurate Reunion details on the landing page • Next General Family Call will be Saturday, 5/25/24 (10:30 – 11:30 AM) • Next Planning Call will be Friday, 6/21/24 (8-8:30 PM)
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DECISIONS MADE OR NEEDED

This meeting was NOT recorded.

1. Annette volunteered to be the Team Lead for hosting the “Fun Day Picnic”
 - a. Melanie, AJ and Aunt Irvina volunteered to assist.
 - b. More details to be planned in the following areas;
 - i. Capability to receive Cash, Debit/Credit and QR Code payments (AJ & CJ)
 - ii. Registration sign-in and payment for the Fun Day Picnic @ \$10/pp Ages from 8yrs old and up. This will include Lanyard distribution with name tag (registration-process)
 - iii. Distribution and Payment for Calendars
 - iv. Prayer before eating
 - v. (This was not discussed on the call) Anyone interested in having a 1st – 2nd and 3rd place cash raffle? If interested, we can discuss on the next Planning Call, Friday, 6/21 @ 8:30 PM.
2. The Color Calendar first draft will be available and reviewed by Friday, May 31st.
 - a. AJ share some additional updates related to CJ, Brother, Ryan and Skye collaborating on the design.

b. AJ will confirm if there are enough photos for an 18-month calendar versus the current scope of 12.

(AJ)

3. Melanie mentioned she has a printer that may have competitive pricing for printing the calendars. She asked Wayne to email the current price quote and she would contact her printing resource to compare. (WM)

4. Reviewing the survey numbers

a. If and only if we can rely on the survey numbers that we have to be very close to accurate; and thus, the Picnic attendee count is roughly 160 planning to attend. We may need to confirm this number by asking participants to go to malloryconnections.org and answer three easy questions. Wayne can have this functional before the Saturday, 5/25, - 10:30 AM call. This way call participants can get information on the site and fill out the three question survey asap. Possible questions are noted as;

i. What is your First and Last name and number attending the Friday, July 19th Bowling Event from 6:30 PM – 10:00 PM.

ii. What is your First and Last name and number attending the Saturday, July 20th Fun Day Picnic Event from 11:30 AM – 6:00 PM.

iii. What is your First and Last name and number attending the Sunday, July 21st Family Presentation and Farewell Event time (TBD). {Hotel checkout will be 11:00 AM for Sunday.}

ACTION ITEM(S)

1. AJ will contact CJ and inquire about the QR code for receiving payments for the Picnic registration and calendar purchase.
2. AJ will confirm if there are enough photos for an 18-month calendar versus the current scope of 12. AJ will need to share this update before May 31st – due date for the first draft review.
3. AJ will continue to work with the design team to complete the calendar by mid-June for a final proof. Both, May 31st and mid-June proofs will be shared with the Reunion Planning Committee.
 - a. AJ can share via Zoom call and screen share or via email.
4. Annette will select a few additional people to assist with some hosting activities such as registering Picnic attendees and associated registration process, ie lanyard distribution, information hand-outs, payment and any other registration tasks.
5. Wayne will email Melanie the price quote and specs for printing the family calendar. **(Done)**
6. Wayne will continue to make updates to the malloryconnections.org website with more updated details for the 2024 Summer Events. (Not just the family reunion but there are a few other events to be planned.
 - a. For example, Cousin TJ is planning a boat fishing trip
 - b. Rudy and Ayanna will be in Maryland in late August until late September. (Wayne will be making another visit back to MD to see Rudy, Ayanna & family. Perhaps we can be intentional with planning something not too big but show the love to them. Thoughts & suggestions?

Additional Notes

We do not have dates for Marni's arrival and departure, yet.

Anyone who wants the \$149/night hotel rate, to make the reservation ASAP.