BrooklineCAN Annual Meeting Planning Committee

July 18, 2023

Present: Matt Weiss (Convener), Janet Gelbart, John Seay, Julie Washburn, Sonia Wong, Ruthann Dobek, Ellen Bick, Jude Kidd

Flyers

* Format approved.
* John to send final version to committee for one last look.

Exhibitors

* Chamber of Commerce not interested because of Brookline Day. Brookline Center for the Arts and in-person BCAE suggested as alternates.

*NOTE: Subsequent to the meeting the Chamber said they would attend.*

* Julie contacting other Town departments

BrooklineCAN Tables

* Registration – Ellen, Marsha, Jude
* Staffing for other tables to be discussed at Steering
	+ Communications
	+ LCAC
	+ Education (?)

Food

* Wegman’s chosen as vendor
* Ruthann and Ellen to finalize menu – mini-croissants, rollups, salad, crudité, fruit and cheese, desserts
* Senior Center will provide paper goods and cutlery

Registration

* 23 registered to date including committee members
* Sonia and Ruthann keeping count

Gifts

* Orchid for Melissa (Sonia)
* Gift for Kathy Burnes (Ruthann)
* Pizza gift certificate for band (reimburse band leader)

To do

* Print and distribute meeting flyer (Ruthann/Sonia)
* Contact printer to get deadline for program book (Ruthann)
* Matt to circulate MC speech
* Janet/Julie to draft program book

Next Meeting: Email check-in week of August 7