BrooklineCAN Annual Meeting Planning Committee

July 6, 2023

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

Event Materials

* Henry Winkelman will not be involved in the event planning.
* Ruthann will contact Lee Greenblatt at RP Graphics or another printer
* Julie will help format using Publisher or other software
* Sonia will be liaison to printer
* Content to be reviewed by Communications Committee

Publicity

* Initial announcement: included in BrooklineCAN and Senior Center July newsletters
* Flyer: Janet distributed mock-up of flyer based on 2019 version; John will add pictures and forward to Communications for final review
* Save-the Date blast : Jude and John to work on copy; John to distribute
* Press Releases: Bea to work on for distribution at the end of July to Brookline News, Patch, BIG and social media
* Brookline Booksmith will promote with posters

Event

Exhibitors:

* Coolidge Corner Theater, Brookline Booksmith, and Brookline Health Department are confirmed
* Ruthann to contact the Chamber of Commerce
* Julie to contact Town departments
* Jude and Ellen to staff registration and membership tables at entry to exhibit area
* Committee chairs will staff information tables

Food and Drink:

* Ellen to get estimates and sample menus (Tatte’s, Bakery, Roche Bros., Panera, Star Market) for finger foods – wraps, sandwiches, fruit, cookies, etc.

Awardees:

* Yolanda and Kathy Burns will receive Frank Caro Awards
* Melissa will be recognized for her service on Steering Committee
* Ruthann responsible for design and production of awards

Registration:

* Ruthann and Sonia to handle reservations and nametags

Next Meeting: Thursday, July 18 at 2:00 p.m.