

BOARD MEETING MINUTES
EAA Chapter 206
November 3, 2016

The meeting was held at the Yakima Air Park meeting room. Present at the meeting was Greg McGuire, Tom McMahon, Ola Vestad, Lance Sorensen, Steve Sunquist, Marv Pugh, Ron Coleman, and Dennis Franz.

- I Co-President Lance Sorensen brought the meeting to order at 2:20pm.

- II The purpose of the meeting was to discuss the Christmas Party. The following decisions were made.
 - A. The caterer will be "State Fair Catering" owned by Donna Moultray.
 - B. The price per dinner will be determined at a meeting with Tom and the caterer tomorrow.
 - C. The expected attendance will be between 60 and 80 people. A limit of 100 dinners will be available.
 - D. One half of the caterer's cost will be deposited with her one week before the event with the remainder due at the time of the event.
 - E. Non-refundable prepaid reservations for the dinner will be closed on December 1st.
 - F. Anyone reserving a dinner without payment and still attending will be charged a 5% service charge.
 - G. Kathy Franz will monitor the door. Her duties will be to:
 - 1. Check attendees with the reservation list.
 - 2. Collect payment from those entering who are on the reservation list but who have not prepaid.
 - 3. Ask attendees for their address so a reminder card can be sent to them for next years event.
 - H. Set-up will be two days before.
 - I. The PA system with music will be used.
 - J. The decorations are on hand.
 - K. Advertising posters will be printed by "The Bindery." Lance Sorensen will be responsible for these posters and visit with Tom about their content.
 - L. The gift exchange will be the same as last year with Tom's daughter Tammy being the MC. For those participating a suggested gift price is approximately \$20.
 - M. There will be two raffle items that Tom McMahon will check on.
 - 1. The first item will be purchased from the receipts of raffle tickets sold at the event. Greg McGuire suggested that this item be a coffee maker from Costco.
 - 2. The second item, a tool, will be purchased from 50% of the sale of the raffle tickets at our monthly meetings.
 - N. Drinks will not be provided by the chapter. A table will be set up for those attendees who want to bring their own beverage to share with others.
 - O. The event start at 5:30pm with a social hour. The dinner will start at 6:30pm.
 - P. Lance Sorensen will be the MC for the evening.

Submitted by Secretary Dennis L. Franz

