
RETIREE GROUP MEETING MINUTES

Monday January 11, 2016
1:00 – 2:00 p.m. | A253

Attendees:

Deanna Douglas	Robin Macqueen
Mel Fearman	Dawn Palmer
Moira Gookstetter	Therese Paradis (a)
Eric Grass (a)	Pam Robertson
Mike Holmwood	Kristen Vincent
Gerda Krause (<i>Chair</i>)	Gayleen Wren (a)

Minutes:

Anna McAuliffe

The meeting was called to order at 1:03 p.m.

1. Approval of agenda

The agenda was approved by consensus.

2. Approval of minutes of November 24, 2015

The minutes of the meeting of November 24, 2015 were approved by consensus.

3. Updates on January event planning

A lot of work was done before the holidays to get event information circulated. RSVP response from the listserv was slow and a printed invitation was sent via regular mail in late December which led to an uptake in RSVPs.

a) RSVPs

Kristen reported that 52 RSVPs have been received. Group members were reminded to send their RSVPs to ensure they are included in the final count. The RSVP deadline is Friday January 15th.

b) Set-up/photo display

Marlene shared mock-ups of the photo backdrop and pin. The backdrop will be printed and mounted on one of the event space walls. A photographer will be onsite taking candid and portrait photos and attendees can use dry-erase speech bubbles to create captions for their photos. The images will be uploaded on a private Flickr account that will be shared with the listserv. The album will only be accessible to those who are given the direct web link.

c) Food/wine

Tim Higgs will be purchasing and serving wine. Attendees will collect their questionnaire at the registration desk and upon completion, hand it in for one free glass of wine. Kristen will assist Tim at the drink station and will collect questionnaires.

A discussion on number of food items to be ordered was held. The order will include eight (8) items per person and it was decided that a sheet cake would be ordered. Staff will decide on the design.

Robin reported that Mike Allen and Peter Huron would provide background music on guitar and bass.

d) Registration desk, questionnaires and pins

Attendees will pick up name tags, pins, and questionnaires from the registration desk. A discussion on additional items to display at the registration desk was held. It was decided that a hand-out highlighting engagement opportunities for the retirees will be designed and affixed to the questionnaire.

ACTION: Gerda and Anna will work on compiling information to include on the hand-out and send to Marlene by Monday January 18.

4. Outstanding items that require decision

a) Emcee

Martin Gerson has agreed to speak but the event still requires an emcee. Ken Jillings' name was put forward and the group agreed on the choice. It was suggested that speaking notes be scripted for Lane.

ACTION: Dawn to contact Ken to ask if he will act as emcee.

ACTION: Marlene, Gerda and Anna to meet and script speaking notes for Lane.

b) Info table

No additional tables will be set-up. Dawn and Anna will assist at the registration desk.

c) Door prizes

It was decided that there would be no door prizes collected for this event.

d) Event agenda

The event agenda was drafted as follows:

4:00 – 4:30 – Attendees arriving/mingling

4:30 – 4:35 - Emcee opens the event and introduces Lane

4:35 – 4:40 – Lane speaks

4:40 – 4:50 – Martin speaks

4:50 – 5:00 – Cake cutting

It was decided that in place of a PowerPoint presentation, photo slideshows would be run on the TV monitors that will be set-up.

A discussion on extending invitations to the other members of the senior leadership team was held.

ACTION: Gerda and/or Anna to send e-invite or paper invite to other identified attendees.

5. SOS Committee

The Foundation will be starting the fundraising process for Support Our Students scholarship sometime in 2016 and the group was asked if they would be interested in participating. It was suggested that staff research previous members of the committee as some may have since retired and may be interested in being involved again.

ACTION: Add involvement on SOS committee to list of engagement opportunities for the event hand-out.

6. Discussion of definition of retirees

A discussion on the definition of retirees was held. The discussion stemmed from an inquiry regarding whether former employees who resigned from Langara but remained employed in another capacity or organization before officially retiring would be considered Langara retirees. It was discussed that limitations would not be put on inclusion in the group; but a stipulation that a connection to Langara exist in some capacity.

7. Next steps

a) Future events/engagement opportunities

A discussion on future events was held. It was noted that feedback from the January event and responses from the questionnaire will help to determine the next steps.

Kristen inquired about acceptable content that can be shared via the listserv after receiving information about a memorial service for a retiree. A discussion on listserv content and what can be disseminated and by whom was held.

8. Adjournment

The meeting was adjourned at 1:52 p.m.