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Subject: Links Java & Jazz/65th Anniversary Meeting March 2

Date: March 8, 2015 at 10:29:19 PM EDT

To: Mary Graves <mlyg@ymail.com>, Dianne Young
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Links Java & Jazz/65th Anniversary Meeting March 2, 2015 7pm to 9

Members present on the call - E. Cox, L. Bradshaw, D. Fields, D. Scott-Brathwaite, M. Spells, T. Jenkins, F.D. Young, I. J. Hines, M. Graves, T. Joyner, R. Sherwood, B.n Jackson-Butcher

Meeting was held to discuss updates for J & J:

1. INVITATIONS - agreed by members present on the conference call to have the wording of "Reserved Seating" included on the invite. Ticket deadline will be May 21, 2015 to coincide with the journal ad deadline. Invitation draft has been sent to Benchmark to get draft and assistance with a digital version and electronic version.

Will look into trying to add our Facebook address to the invite. Plan to print 250 copies and ask for 50 extra journal ad contracts.

2. REGISTRATION - Will ask committee to assist with seating assignments. Will ask Link H. Fleming to record date of receipt of ticket monies to assist with seating priority. Seating priority will be established by a timeline of receipt of ticket monies. We will have a seating chart.

3. PR - Link Young reported that Tinelly Hawkins has been acquired as our PR person and has begun a written press release with an chapter overview; has sent out a press release for Dance Theater of Harlem(3/6); will create fliers to go to the local newspapers. Link Fields reported that Ms. Hawkins will also help us with the flow/timeline of the program on June 7th.

4. PHOTOGRAPHY - Discussion was held regarding which photographer to utilize for all our J&J and 65th Anniversary events. Committee agreed to enter into a contract with Barry Mason. Ms. Hawkins also will have a journal photographer for 3/6/15. Discussion was also held regarding types of photo opportunities we may want and need from now to June 7th.

5. LEGACY AWARD PRESENTATIONS - Presentations will begin on March 12th at Woodlands High School.

6. ARTISTS - Link Sherwood gave an update on the artists contacts, bios and pictures. To date we received one artist art donation. Art donations are due 4/21. We have received 4/6 contracts; 6/6 Bios and 6/6 images.

7. SILENT AUCTION - Agreed upon by committee members present to have only the donated art by our artists for the silent auction. Still seeking a chair for this sub-committee. Link Young reported that we may have a leased car as an auction/raffle item.

8. JOURNAL - Link Cox reported that the journal size will be 6X9 and the ad deadline will be May 21. Currently pursuing a journal designer.

9. ENTERTAINMENT - Links Joyner and Brathwaite are working on the contract details with Bob Baldwin. We also will have Master Julius Rodriquez to perform during cocktail hour. It was requested to look into the size Master Rodriquez's jazz ensemble, to determine whether or not to ask his complete ensemble "Orange Julius".

10. NY Tax Exempt Status - Link Martin reported during February's chapter meeting that the application has been submitted.

11. PAYPAL- We will add Paypal info to chapter website once the invitations are printed

12. JAVA - Abigail & Kirsch will be serving the Gevalia coffee during the event and site visit is needed.

13. Chapter charm - Link M. Graves presented information regarding a chapter charm for all members to wear. The cost for the charm bracelet is \$45; no tax and group shipping & handling \$20

Will plan to contact Tom at VIP for future site visits, floor plans etc.

NEXT MEETING DATE: APRIL 6TH AT 7PM AT GREENBURGH TOWN HALL

ACTION ITEM - COMMEMORATIVE 65TH ANNIVERSARY CHAPTER CHARM FOR ALL MEMBERS TO WEAR IN CELEBRATION OF OUR 65TH ANNIVERSARY. WE NEED TO ORDER A MINIMUM OF 50 TO KEEP THE COST AT \$45 PER CHARM BRACELET. THE BRACELET WILL BE A SILVER TONE LINK CHAIN WITH GREEN & WHITE BEADS AND CUSTOM CHAPTER CHARM

Submitted by Links Mary L. Graves and Terry A. Joyner

TAJ