



**WESTCHESTER COUNTY (NY) CHAPTER
OF
THE LINKS, INCORPORATED
COMMITTEE REPORT FORM**

**Linked in Friendship, Connected in Service
Westchester County (NY) Chapter**

COMMITTEE/FACET NAME: Java & Jazz 2015 and 65th Anniversary Celebration

**MEETING DATE AND TIME/ATTENDEES: May 4, 2015; 7:00pm-9:00pm;
T. Joyner, M. Graves, E. Cox, F.D. Young, B. Gundy, L. Stenson Desamours, M.
Price & H. Fleming**

ISSUES DISCUSSED:

1. Decorations – Link B. Gundy gave update about three possible floral designs including costs that range from \$30 to \$37 which includes orchids, roses etc. The floral vendor will be Arcadia Florists or Sutton. Members present liked the orchids and gave suggestions for accents. The patio area and registration table will be decorated with white roses. The guest tables will be either 60" or 72", approximately 40 tables, depending on number of guests. The bathrooms will have amenities baskets.
2. Artists – Link R. Sherwood submitted a written report in her absence; she is requesting 1 hostess for every two – three artists and requesting 8 artists' tables. Currently working with Joyce Williams, to secure an artist agreement, bio and auction item.
3. Silent Auction – Link Q. Watkins may be available to assist Link S. Grannum. We will need printed descriptions for the journal and day of event. During the event announcements will be made to encourage bidding. Bid sheets will need to be made based on the art value and bidding increments. Will request that artists bring bags and packaging materials for silent auction items and we will also bring items.
4. Journal - Journal – Link E. Cox – discussion was held regarding promoting and getting ads; working on letter to receive official letters from Westchester County officials. Journal AD deadline is May 11th. Ads to date 8. Link E. Cox discussed journal ad layout and content needed.
5. Legacy Awards – Link E. Cox reported that 11 Legacy awards have been approved and submitted from 4/5 facets. National trends and services have recently submitted their nominees, the committee will meet and review nominees. The other four facets have had their presentations and pictures taken.
6. Financial – Link H. Fleming reports we have 5 squares for processing sales. Ticket sales to date are 25. Link H. Fleming reported that the additional Link sisters have been bonded. Need to email chapter members to encourage ticket sales purchases.
7. PR – Link T. Joyner requested that ads/notices be placed in the local papers to promote J & J.
8. Sponsorship – Link E. Cox reports committee is continuing to work on seeking sponsorships.



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9. Java bars – Link D. Fields is currently working on possible Java bars during Java & Jazz via Abigail & Kirsch. Update 5/7/2015 – Java Bars (2) will be provided by VIP with food pairings for 400 guests as per Link D. Fields via sponsorship obtained by Link D. Fields.

10. Program – Link F. D. Young is working on program timeline. Link L. Stenson Desamours suggested that to capture the audience attention that we as a chapter stroll into the room on the jazz version of "Champagne Life". We will ask Bob Baldwin to play this song. Event program will be in 2 parts (part 1- 14 min pre meal and part 2 - 17 min post meal)

11. Giveaways – Link D. Fields is pursuing guest giveaways

12. Donations – Link T. Joyner presented to committee members present concept of soliciting donations via a pledge card during the event in which guests may have an opportunity to contribute financially. Donation cards would be available on all tables; one financial team member will be responsible for collecting payments and announcements will be made during the event. Consensus was had amongst members present, that this would be another way to seek community support of our programming.

**ITEMS REQUIRING DISCUSSION AT EXECUTIVE COMMITTEE MEETING:
Donation cards during Java & Jazz/65th Anniversary Celebration**

**ITEMS REQUIRING ACTION AT THE EXECUTIVE COMMITTEE MEETING:
MOTIONS FOR THE EXECUTIVE COMMITTEE TO CONSIDER:**

**Submitted by Terry A. Joyner & Mary L. Graves
Date: May 4, 2015**