**BrooklineCAN Annual Meeting**

**Notes: Planning Committee July 17, 2019**

1. Attendees: Frank Caro, Ruthann Dobek, John Seay, Elenore Parker, Katherine Burnes, David Trevvett, Matt Weiss, Henry Winkelman
2. Annual Meeting Date:  9/19/2019
3. Theme: Active Networking

**Watch Us Network**

**UCAN2**

1. Program: Kathy: Illustration - Mostly Visuals/graphics (balloons) re: network and goals
	1. Requesting list of organizations networking with BrooklineCAN.
	2. Needs to be ready for printing 8/21/2019
2. Volunteers
	1. Katherine and David to contact volunteers and set up meeting to prep for Annual Meeting
	2. Laura: Thank band, pizza gift card
	3. Matt and Elenore and David to attend meeting.
	4. New volunteers help sell tickets
3. Meeting Format:
	1. 6:15pm – Initiated by Matt as MC
		1. More food
		2. Buy 50:50 tickets
	2. Ruthann and Frank welcome
	3. Presentation of service awards for committees, not for individuals
	4. John Seay pitch for members
	5. Keynote Speakers
		1. Carey Goldberg – Editor of CommonHealth
		2. Karen Shiffman – WBUR Executive Producer of “on Point”.

(Possible Speaker Subject: Building a stronger community through networking)

* 1. 50:50 Raffle
		1. Ruthann has raffle tickets
		2. Need volunteers
		3. Only cash accepted
		4. $1 per ticket ($5 for 6 tickets?)
1. Tables and Vendors:
	1. Check Method of Payment for vendors– Cash, Credit (Square)
	2. Registration/membership – “Coffee Lounge”
	3. BrooklineCAN Committee Tables – “Coffee Lounge”
	4. BrooklineCAN committees – Membership, Communications, Education, Age Friendly Business
	5. Vendors) –6 tables for 3 vendors in “Bar Room” (103)
	6. Vendors – Frank Caro (Pottery), Claire Goodwin (Fabric art), Patricia Burns (Photos cards) will share proceeds (60:40 or 50:50 percent

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1. Awards:
	1. Kent-Station Street Affordable Senior Housing Committee (Heather Hamilton accepted per Frank Caro)
	2. Climate Action Committee (of Select Board) – (Werner Lohe)
	3. Transportation Board (TBD: Chris Dempsey or Jonathan Kapust)
2. News Releases Information for Communications Committee
	1. Elenore will compile media list to include WBUR, Patch, Tab, and Boston Globe (Rob Weissman and others).
	2. Annual meeting features artistic talents of BrooklineCAN members
	3. Background of WBUR speakers and information, re: their talks
	4. Networking with people in many organizations
3. Schedule:
	1. 7/2319 – Save the Date blast.
	2. Late July – first news release (announcement)
	3. Mid-August – principal news release
	4. 8/19/2019 – paper and email flyer/invitation (Communications Committee)
	5. 8/21/2019 – cutoff for program
	6. 9/12/2019 – email reminder
	7. 9/2019 – final news release
	8. 9/2019 - Newsletters
	9. 9/19/2019 – 5-6pm (Jazz Ensemble & Tables)
	10. 9/19/2019 – 6:15-7pm
4. Next Meeting: TBD (Tuesday, August 13 (? ) 2019 – Senior Center, 3:00 pm