

Church of the Holy Spirit
Welcoming Committee
Meeting Minutes

8-1-07 held in the parish hall.

Attendees:

Janet Beard
Diane Herndon
Marie Miller
Lisa Sadie
Jean Scholl
David Stringer
Danielle Strickland
Lizz Wilson

1. The group discussed preparations for the September 12th newcomers' social. Jean Scholl brought the invitations that had been developed by her and Evelyn. The group liked the wording of the invitation, but generated ideas about how the layout and presentation could be improved. Jean agreed to make the suggested changes and bring all the invites to the 29 August meeting for final prep before mailing.
2. At the 29 August meeting, Jean will provide return address labels, and the group will handwrite the delivery addresses.
3. Janet and Diane agreed to meet separately at the parish hall to discuss the plan for table layout and decide what dishware will be used.
4. Here is the updated list of jobs to be done leading up to the social:

TASK	NAME	REMARKS
List of all invitees	Diane	Done
Wording for invite	Jean	Done
Produce invite	Evelyn	Will be brought to 29 Aug mtg
Stuff envelopes	(group task)	At 29 Aug meeting
Send invites	Lizz	30 August
Personal calls to invitees	(group task)	First week of September
Track RSVPs	Marie	Phone number is on invite
Purchase wine	Diddy	
Purchase cheese/food	David	
Facility arrangements	Diane / Janet	
Music	Gigi	
Babysitting/youth activities	Gigi	
Publicity	Diane	In bulletin 2 & 9 September

5. The next meeting will be essential. We need committee members to attend if at all possible. Here is the agenda for 29 August:

- Stuff and address invitations
- Distribute names to committee members for follow-up calls
- Finalize plan for room layout and decorations for social

6. I asked if anyone would object to these minutes being posted on the church's website. There were no objections.

7. The issue of the committee taking on *hospitality* tasks was raised. The committee felt there were several key *welcoming* jobs yet to be done, and that the issue should be tabled for further discussion. It was noted that hospitality tasks were difficult and required enthusiastic and reliable volunteers. The group felt that this committee was still getting off the ground, and that it remained to be seen whether or not we have the capacity for additional responsibilities.

8. The next meeting for this committee will be held on **August 29th at 7pm in the parish hall.**

//signed//
David Stringer
Welcoming Committee