

## TECH '74 COMMITTEE GROUP AND TEAM LEADERS AS OF 9/11/2021

**Class President:** Randy Raigns \*- Give leadership ensuring successful class operations. Reach out to all Tech '74 Alumni and encourage them to actively participate in our 50<sup>th</sup> reunion planning.

**Class Coordinator:** Judy Bowie-Robinson \*- Work close with the President. Coordinate meetings and class events in an organized timely manner that everything runs in decency and order.

**Finance Team:** (Mary Allgood) Regina Renfrow-Jones, Sammie Fitzgerald \*- Responsible for maintaining our class bank account (paying bills, depositing checks), keeping track of expenses, adjusting budgetary needs, and approving expenses and make sure our funds are accurate and we stay within our budget. Give an account of our finances at each meeting and able to answer any financial questions. At the end of the class reunion, the treasurer should also present a summary of income and expenses along with any leftover funds.

**Class Editor:** (Donna Ennis) Cheryl Phillips\*- Proof read and make suggested changes to anything produced on behalf of Tech '74.

**Graphic Designer:** (Carl Bradford) Debra Jones Morton\*- Create designs/graphics specifically for our class.

**Logistics Coordinator:** Sammie Fitzgerald\*- Ensure that all operations of the Tech '74 Committee work together with reasonable judgment and that all lead to our financial stability.

**Venue Team:** (Mary Allgood) Cheryl Phillips, Jackie Jones \*- Check facilities to have our class reunion. Organize catering of food & drinks as well as decorations and banners/signs. Secure meeting rooms and/or equipment plus secure activities for classmates while at the venue.

**Gratuity Team:** (Terry Pierce) \*- Solicit what types of memorable items we'll give away at the banquet.

**Communications Group:** (Donna Ennis) Carl Bradford, Cheryl Phillips, Deborah Jones Morton, Judy Bowie-Robinson, Sammie Fitzgerald \*- Maintaining proper communications and being unified in planning for the 50th. The Communications Group includes the Website Team, the Memory Lane Team, the Solicitation Team, the Newsletter Team, the Database Team, and the Souvenir Book Team.

**Website Team:** (Sammie Fitzgerald) \*- Update and maintain the class webpage with proper corrections. Allow classmates to interact, as we share information with them they'll also share information with the committee. The website should be creative, user friendly and not complicated.

**Memory Lane Team:** (Judy Bowie Robinson) \*- Maintain Memory Lane Video and List/PowerPoint of deceased classmates for the class website and to show at the banquet.

**Solicitation Team:** (Cheryl Phillips), Carl Bradford, Sammie Fitzgerald \*- Solicit funds from corporations, city council members, other politicians, etc. Encourage as many Class Sponsors to participate.

**Newsletter Team:** (Deborah Jones Morton) Carl Bradford, Cheryl Phillips, Judy Bowie-Robinson, Sammie Fitzgerald \*- Keep the class informed with information on our class especially upcoming information. Open to receive information from other teams, work closely with website team. The newsletter should be available to all of our classmates especially those not online.

**Database Team:** (Judy Bowie Robinson) Sammie Fitzgerald \*- Maintain our class contact information, keeping it up to date. Manage RSPV's, mailings.

**Souvenir Book Team:** (Carl Bradford) Deborah Morton \*- Solicit ads and/or patrons from businesses or individuals. Include other information from other teams for the book.

**Spiritual Team:** (Cheryl Phillips) Rachel Boyd, Sammie Fitzgerald, Jeremiah Murphy \*- Pray for, with, and over classmates in need of spiritual guidance.

**Choir Team:** (Cheryl Phillips) Jeremiah Murphy, Donna Turner \*- Assemble for practicing and singing on occasions for class events.

**McKinley Tech Alumni Association Representative:** (Judy Bowie-Robinson) \*- Keeping our class informed of activities of the MTAA and share our activities with them.

**Hospitality Team:** (?) \* Call and/or send cards to sick or shut-in classmates, as well as deceased classmate's family.

**Friday Meet & Greet Team:** (?) \*- Open house for 1<sup>st</sup> day of reunion.

**Saturday Day Event Team:** (?) \*- Types of activities, games or free time during the weekend celebration.

**Hotel/Transportation Team:** (?) \*- Scout other hotels for classmates to stay as well as transportation, some type of shuttle at least to and from the airport to the hotel.