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**REUNION PLANNING TEAM**

**CONFERENCE CALL MINUTES**

**6 August, 2019 1000 Hours**

**ROLL CALL:** Members participating were: Gary Cochard, Jeff Ellis, Chuck Engelberger, Kit Kitson, Glenn McCarley, Joe Tavares, and Jim Wilson.  **Presiding/Recording**: Jim Wilson

**HOTEL BANNER:** Dennis Gehley has both a 22 Hotel Banner/Flag and a Welcome Banner from the 45th reunion. We will need the 22 Hotel Flag to be used in both the Hospitality Room and the Color Guard presentation at the banquet. Chuck will pick up the flag, poles, and stands from Dennis. Chuck suggested donating the 22 Hotel flag to the Army Museum at Ft. Leonard Wood, Missouri after the reunion. There was also discussion related to donation of memorabilia items.

**TRANSPORTATION – BUSES:** Chuck has contacted six companies regarding transportation requirements for the reunion. They each stated they were familiar with our destinations and a major problem could be one way streets. All six charge by the hour with a minimum of 4 to 5 hours. Any partial hour is charged at the full hourly rate. The question was raised – are the buses handicapped accessible? Chuck will find the answer/s to that question. One of the companies – Dynamic Limo Services was recommended by Kayla Cherry (Sheraton Pentagon City Hotel). Chuck was impressed when talking to the owner who recommended using Uber for the 4 to 8 passengers to the Capitol building. He was concerned that Dynamic Limo had no voice mail nor internet web site. Also of concern was their 3 to 4 hour delay in response time. Dynamic was also the only firm that mentioned a $100 bus permit fee for Washington, DC. Chuck will inquire as to that being a requirement or not. One company had their large 55 passenger bus booked for Saturday. They could provide two – twenty four passenger buses. The team decided against two buses – we need one bus to transport 49 people on Saturday. Our laying of the wreath at the Three Servicemen Statue is that day. Kit will transport his six member Honor Guard in his van. The costs charged vary by company but generally we can expect to pay between $2,500 to $3,000 if we utilize Uber. In some cases there will be a 30% required deposit. Chuck is an authorized user of our USAA class checking and credit card accounts. In the event a deposit is required – he will make payment. If we don’t use Uber, the cost rises significantly. Chuck will exercise his sound judgment in refining and finalizing the search.

**TRANSPORTATION – UBER:** The team was unanimous in deciding to use UBER for the 4 and 8 attendees to the Capitol Tour. Jeff will be going, so those numbers would be 5 in the morning and 9 in the afternoon. Kit suggested the possibility of making advance reservations for an XL. Uber XL is the Uber X for SUV’s. While a typical UberX car can only seat up to 4 people, an Uber XL will have seating for up to 6 people. We would need one XL for the AM tour and two XLs for the afternoon tour. The rates for the XL are higher than the normal SUV rates. It was decided to ask certain attendees to schedule Uber for the AM and PM tours. Joe Boyle was the nominee for the AM tour and Steve Wing nominated for the PM tour. Joe and Steve will be contacted prior to the reunion for their acceptance or declination. Whoever schedules the Uber trip will be reimbursed upon completion based on the cost recorded on their cell phone. A good estimate in heavy traffic is $80 round trip.

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**HOSPITALITY ROOM TREATS:** Gary suggested we address the food and beverages needed for the Hospitality Room for Thursday night and Friday. The 45th reunion had pretzels, water, soft drinks, beer, and wine. We decided against pretzels and though pizza was suggested – the cost outweighed the benefit. Team members will send a group email if they will furnish any items. Those members can be reimbursed for the items or consider them a donation.

**LUNCH ON FRIDAY:** We have 14 White House attendees who will also participate in the PM Pentagon Tour. They will be walk to the Old Ebbitt Grill area for lunch – on their own. We will not have a confirmed starting time for the White House tour until three weeks prior to the reunion. The probable starting times are 0730 or 0830 with the tour ending at either 0930 or 1030. We are planning on a 0830 starting time. If they choose to dine at the Grill – they will be advised to make their own reservations for 1100. That is the beginning Grill time for lunch. We will provide names, location, and phone numbers of other dining facilities in the area. The 6 attendees from the Hotel to the Pentagon and the 14 will all be transported to the Pentagon from the Old Ebbitt Grill area at 1245.

**BANQUET AUDIO/VISUAL:** Joe mentioned the need for a microphone, screen and projector rental, as well as professional audio speakers. All of these will be rented from PSAV services with Jason Bullock as their POC. Joe and Jim will bring laptop computers with flash drives and VGA cable hookups for the TVs in the Hospitality (Pentagon Room) and banquet (Cavalier Room). We have a powerpoint welcome presentation and two videos from David Jones. The OCS video is completed but with the passing of LT Ware – the In Memoriam video is still being perfected. Joe also stated there would be no music needed during the banquet – specifically none for the posting and retiring of the colors. The starting time for the banquet will be 1730 hours with an ending time around 2100 hours. We will need to “police” all flags, stands, and other items we want to keep.

**DRESS CODE FOR BANQUET:** The dress code for the banquet will be part of the Saturday itinerary and will read: Dress Code: Dress is business casual. Gentlemen – dinner jacket and tie. Ladies – Use your own discretion. The itineraries for Thursday, Friday, and Saturday will be posted on the class website. Additionally, they will be emailed to all attendees and inserted into each attendee’s gift bag.

**50 YEAR REUNION LAPEL PINS:** The minimum order for our professional designed reunion lapel pins is 100. We have approximately 32 former graduates and TACs (our company and others) and 8 classmates who could not attend but gave donations. If we give two lapel pins to each that would total 80 pins. Kit suggested we mail a lapel pin to the survivors of our 20 deceased members. In that mailing, Jeff suggested an attachment showing the wreath with names of deceased. Jim suggested a link to the In Memoriam video. A well worded note will be part of that package.