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**REUNION PLANNING TEAM**

**CONFERENCE CALL MINUTES**

**7 July, 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

**WREATH LAYING:** Saturday, 5 October at 0930 near the Three Servicemen Statue. Kit has a team of six total members. They will be dressed in similar fashion with attire to be paid from reunion funds. One member from each platoon will alternate reading the names of the deceased in alphabetical order. After each name is read, a tolling bell sound will be “rung” from an audio recording. The duration of the bell sound is approximately four seconds. (Note: the wreath was ordered on 11 July and will be delivered to the site on 5 October. The names of the deceased will be on a laminated insert. The verbiage on the wreath ribbons will read: EOCR CLASS 22 HOTEL 69 and on the other ribbon – IN HONOR OF OUR DECEASED.)

**ITINERARIES:** There was in depth and detailed discussion related to itineraries. The itineraries as posted on our class website are incorrect and will be changed. The most discussed area was transportation and related costs. It was decided not to charge any additional fees for transportation to VIP tour sites. The total fee charged to each attendee will include any and all transportation costs. Thursday’s itinerary and Saturday’s itineraries are attached to these minutes. As related to Thursday, the only scheduled activity after check in at 1500 will be at 1730. Our planning team will welcome all attendees, give a brief overview of all activities, and answer any questions presented. The meeting will be held in the Hospitality Room which will be open from 1500 – 2200. Saturday morning will be observance of the wreath laying ceremony for our deceased. The bus will depart from the Sheraton at 0930. The wreath laying ceremony will begin at 1000 and the bus will return to the Sheraton at 1100. Anyone not wishing to return to the hotel will have their own leisure time and will need to find transportation back to the hotel. The banquet will begin at 1700 and last till 2100. The Hospitality Room will be open from 0800 to 1600.

Friday’s itinerary will continue to be a work in progress. Jeff, Chuck, and Jim will work on a matrix to track transportation requirements and potential costs. The matrix will display estimated departure and arrival times for the VIP tour sites. These trips or routes will include the number of passengers requiring to and from transportation. The numbers (38) indicate we will need to charter a bus for the White House Tour on Friday. Definitely with 55+ attending the wreath laying, we will need a bus rental on Saturday. Other means of transportation were discussed to include but not limited to mini buses, vans, UBER, taxis, POVs and even walking. Chuck will soon have boots on the ground to provide more information and suggested courses of action. Gary mentioned that we should encourage attendees to download the UBER and LYFT apps.

**SUNDRY:** Clyde (Woody Davis) will not be able to deliver the Invocation at the banquet due to health issues. Jim will find a replacement. Chuck volunteered to secure the Class 22 Hotel Banner/Flag from Dennis Gehley. The banner will be prominently displayed in the Hospitality Room and carried at the Wreath Laying Ceremony.