

Lemon Family Reunion Celebration | Minutes

Meeting date | time Thursday, April 30, 2020 | 8pm | Meeting location Teleconference

Meeting called by	Terry Ann Jackson	Attendees	
Type of meeting	Family Reunion	Asheki Doughty	Jonelle Lemon
Facilitator	Terry Ann Jackson	Lashell Lemon Gibbs	Sharon Lemon
Note taker	Terry Ann Jackson	Nikki Jackson-Lloyd	Krystal Nicholson
Submitted by	JonElle Scott & Anita Riley	Terry Ann Jackson	Anita Riley
		Curtis Lemon	Douglas Riley
			Reshanda Waters

AGENDA TOPICS

Agenda topic – Review of Minutes | **Presenter** – JonElle

Discussion Conversation

- ❖ Minutes from the previous meeting held on Thursday, April 14, 2020 were read, reviewed, and submitted into archives.

Agenda topic – Administrative Costs | **Presenter** - Terry Ann

Discussion Conversation

- ❖ Curtis, Nikki, Anita, and LaShell raised questions pertaining to event costs.
Questions / Responses:
 1. Do we only charge the 2nd generation cousins? Determination depends on the age of family members. A chart outlining all particulars will be composed and presented.
 2. Do we charge the participants (guests)? Our matriarchs, patriarchs, and guests are exempt from paying administrative fees.
 3. How will payment be received? We will use PayPal, CashApp, and Zelle. Reshanda and Krystal will set up accounts and make sure Douglas receives links for the website.
- ❖ Money will be used to cover fees associated with the venue and vendor deposits, invitations & save-the-dates (hard copies), and family hardships. Douglas opted out of receiving reimbursement for setting up our website and domain name.

Conclusion Closing:

Action items	Person responsible	Deadline
Construct chart of administrative fees and ages	Finance Team	05/07/20 – 8pm

Agenda Topic – Virtual Meeting Platform | **Presenter** Terry Ann

Discussion Conversation:

- ❖ Due to limited time restraints while using personal accounts, Reshanda offered her Zoom account, which has unlimited time restraints, to use for future meetings. All agreed.

Conclusion Closing:

Action items	Person responsible	Deadline
Send attendees the new Zoom link for access	Reshanda	05/07/20 – 8pm

Agenda Topic – Venue Presentations | **Presenter** – Terry Ann, Anita & Reshanda

Discussion Conversation:

- ❖ TradeWinds Resort (Anita) – PowerPoint presentation submitted and uploaded to website. Full venue details and amenities can be found there. Davon and Terry Ann's co-worker (not present on call) gave high reviews about venue.
- ❖ Ft. Lauderdale Marriott or Hilton Hotel (Reshanda) – Website shared to all meeting attendees. Website link attached to our reunion webpage for easy access.
- ❖ Sawgrass Marriott Resort & Spa (Terry Ann) – Website shared to all meeting attendees. Website linked attached to our reunion webpage for easy access.
- ❖ Anita offered to conduct research on venues if needed. Terry granted more time to submit other venues. Due to having additional time, Reshanda will present more info on her venue next meeting.
- ❖ Terry Ann stated Keisha (not present on call) also has a venue to consider. She will contact her for more information. Davon mentioned he might also have a venue in mind.
- ❖ Voting will take place during our next meeting (5/7/20) and then we will be on a 2-week break.

Conclusion Closing:

Action items	Person responsible	Deadline
Submit venues for consideration	Everyone	05/07/20 – 8pm
Review venue submissions and vote	Everyone	05/07/20 – 8pm

Additional Notes:

- ❖ Nikki opened the meeting with prayer at 8:26pm.
- ❖ Next meeting on Thursday, May 28th at 8pm.