

BUUF 60th Anniversary Celebration Plan

Meeting Date: December 2, 2018

Participants: Lisa, Jim F, Joanne, Deej, Harvey, Gloria, June, Charles, Mary Lou, Dave

Regular Meeting Dates: the first Sunday of each month coinciding with our potluck

Next Meeting: Sunday, January 6, 2019 during/after potluck.

Task	Target Date	Point Person	Status/Updates
Confirm dates: 4/27/19: Dinner event 4/28/19: Special service 5/5/19: Service honoring Jim	ASAP	Joanne Dave	1. Jim McConnell has confirmed by phone that he is available on these dates, and Lisa has added them to BUUF's internal calendar 2. As soon as Jim confirms the dates in person, Joanne will start advertising the dates in the BUUF Announce 3. Plan to meet regularly as a committee the first Sunday of every month
Create and use 60th anniversary logo	01/06/2019	Gretchen Joanne	1. Gretchen has agreed to create the logo, with a tag line, if desired 2. Tag line suggested by committee: "Sharing community for 60 years!" 3. Joanne to include logo in every BUUF Announce, bulletin and the web page throughout 2019
Take 60th anniversary fellowship photo and add to the BUUF website and use as laptop screensaver			1. Photo to be taken at celebratory dinner in April 2. Helps to have a ladder or tripod when taking the photo; try to use a timed camera so everyone can be in the photo 3. Need to recruit someone who will be responsible for obtaining and setting up the camera
Update BUUF history created by Charles (on PowerPoint)		Charles	1. Documents are upstairs in various boxes; Charles scanned a lot of articles we submitted to the HP, etc. Charles also has several bios of key people in our history. 2. Charles will add his PowerPoint file on BUUF's history to our Dropbox account and link committee members to that file. 3. Committee members to review and discuss changes to the PowerPoint at a future committee meeting. 4. We will have the PowerPoint file play as a loop during the 60 th anniversary celebration.
Update BUUF history on website			1. Look at the revised PP and carry key updates and some photos over to the website.
Unveil new BUUF video	04/27/2019	Jim McConnell Nico	1. Lisa to raise this issue at the December board meeting.
Feature interesting historical tidbits in the BUUF Announce	Throughout 2019	Joanne	

Task	Target Date	Point Person	Status/Updates
Display BUUF “artifacts” on the altar	Throughout 2019	Jim McConnell Lisa Fuller	<ol style="list-style-type: none"> 1. Honor people who contributed certain BUUF artifacts during services 2. Charles and other committee members to explore attic for artifacts (Lisa to organize date, time, process) 3. Jim Fuller to ask his sister if she has any BUUF artifacts she’d like to share
Plan celebration dinner event:			
1. Create event agenda			<ol style="list-style-type: none"> 1. Build the celebration dinner agenda during each committee meeting <ul style="list-style-type: none"> • 5:30 – 6:00 Happy Hour • 6:00 Group photo • Volunteers share BUUF memories during dinner
2. Line up speakers			<ol style="list-style-type: none"> 1. Harvey Johnson and Dave Sarra agreed to serve as MCs for the event 2. Jim Fuller to speak about his history with BUUF 3. Gloria would like to speak also
3. Line up entertainment (skits, music, etc.)			<ol style="list-style-type: none"> 1. BUUF Musicians 2. Amy, Renee and Gretchen have a history of singing together
4. Issue invitations to current and past members		Deej and Lisa	<ol style="list-style-type: none"> 1. Need to create guest list 2. Need to send invitations and request RSVPs 3. Anticipating Renee Kaufmann, Emily Hecht, Tom and Emily, Kristin and Zac Lownds? 4. Deej and Lisa will draft a guest list and bring to next committee meeting for review 5. Invitations should offer the opportunity to donate toward the fellowship and/or dinner
5. Set up and decorate event space			<ol style="list-style-type: none"> 1. Need to determine maximum number of people we can fit in the sanctuary for dinner: The Fullers fit 150 people in the sanctuary for their anniversary party 2. Caterers to serve in the kitchen area
6. Create historical displays			
7. Plan and order dinner		Deej and Lisa	<ol style="list-style-type: none"> 1. Will research various caterers and menus (e.g. Cravings, Classic Catering, Kaitlin’s) 2. Anticipating 50-70 guests
8. Line up child care		Lisa	
9. Request donations at the event			
Plan 60th Anniversary Sunday Service:			
1. Plan the Order of Service		Jim McConnell	

Task	Target Date	Point Person	Status/Updates
2. Invite BUUF members and friends to submit special anniversary hymns or poems			
Plan a pilgrimage to past BUUF locations (draw a chalice on the sidewalk, sing hymns, sprinkle "holy" water)			1. Lisa and Jim Fuller to itemize the historic locations and then we'll gauge fellowship interest
Plant a tree to commemorate our anniversary		Harvey Mary Lou	1. Harvey to explore options and present to committee
Plan Jim's 10th Anniversary Sunday Service:			
1. Plan the Order of Service		Joanne	
2. Invite speakers		Joanne	
3. Invite members to share a note about their favorite sermon, what Jim has done for them, etc.			1. Make up a notebook or have a spot to drop a special note to Jim during the dinner event
Publicize our anniversary and special events		Lisa	1. Article for HP Church Notes and other local newspapers a month before the anniversary celebration <ul style="list-style-type: none"> • Include the anniversary dinner, anniversary service, Jim's service, pilgrimage 2. Notify other area UU churches of our event