

BUUF 60th Anniversary Celebration Plan

Meeting Date: January 6, 2018

Participants: Lisa, Jim, Gloria, June, Dave, Nan, Joanne, Joan, Mary Lou, Harvey

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

Next Meeting: Sunday, February 3, 2019



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. We have added a "Save the Date" notice to our website, Facebook page and BUUF Announce regarding the April 27th dinner event 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 created 9 logo options for the 60th Anniversary. All were of high quality; by Board vote, we decided to go with option #4. 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 (Logo has been added to the BUUF website and Facebook page and the bulletin and BUUF Announce beginning in 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 4. Amy and Katharine are good at photography; ask if one of them would be willing to set up the photo.
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 has updated the PowerPoint file on BUUF's history. It will be distributed to committee members prior to the February meeting so we can discuss possible additions or changes. 3. We will have the PowerPoint file play as a loop during the 60 th anniversary celebration. 4. Need to honor donations we've received over the years, such as the Whitlow Fund that was used to purchase new chairs and install solar panels in 2015. Do we only include these in the PowerPoint or do we find another way to acknowledge them? Also, do we want to acknowledge all the members of our congregation who have passed away?

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Update BUUF history on website		Joanne	<ol style="list-style-type: none"> 1. Look at the revised PP and carry key updates and some photos over to the website. 2. Joanne to draft website updates and share for review at the February committee meeting.
Unveil new BUUF video	04/27/2019	Jim McConnell Nico	<ol style="list-style-type: none"> 1. Lisa raised this issue at the December board meeting. 2. Jim and Nico created and distributed a questionnaire regarding “what BUUF means to me” to several fellowship members.
Feature interesting historical tidbits in the BUUF Announce	Throughout 2019	Joanne	<ol style="list-style-type: none"> 1. Joanne to look through Charles’ PowerPoint file and other sources and begin adding historical tidbits to the BUUF Announce. Other committee members are invited to submit tidbits as well.
Display BUUF “artifacts” on the altar	Throughout 2019	Jim McConnell Lisa Fuller	<ol style="list-style-type: none"> 1. Charles and other committee members to explore attic for artifacts (Lisa to organize date, time, process.) 2. Lisa and Charles have scheduled a “Sorting Papers for the 60th” event for January 10, 1 PM – 3PM for any volunteers who want to help sort through BUUF’s archives for items significant to the fellowship’s 60th anniversary. 3. Jim Fuller to ask his sister if she has any BUUF artifacts she’d like to share. (All her possessions are in storage right now.) 4. Jim McConnell to mention we are looking for artifacts to set upon the altar during services and Joanne will add this to the BUUF Announce. 5. Need to honor people who contributed certain BUUF artifacts and sacred items, such as the wall coverings, the pulpit, etc., during services
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 • 6:30 Dinner • Volunteers share BUUF memories during dinner • After dinner, we celebrate with music, dance and more
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 (member since 1984)
3. Line up entertainment (skits, music, etc.)		Nan	<ol style="list-style-type: none"> 1. BUUF Musicians (“Hey, Hey, We’re the Monkeys/BUUFers”?) 2. Amy, Renee and Gretchen have a history of singing together (Nan to ask Gretchen about this trio performing) 3. We all sing Kate Fuller’s “Take Me Out to the Church Now” 4. Luther had a song about “Evolution” (Dave will look for words.) 5. Theme of dinner: “happy, hopeful, grateful”

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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 drafted and presented a guest list at the January committee meeting. List includes about 150 people (current members and friends, former members and friends, BUUF adult kids and current kids, current and past ministers, special guests and mentors) 5. Invitations should offer the opportunity to donate toward the fellowship and/or dinner 6. Lisa to look into the cost to print postcards; front side would be the 60th logo and back side would contain invitation. Do we also mention the two special services in the invite?
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. Lisa and Deej discussed the menu 2. Deej is reaching out to various caterers for menus and pricing (e.g. Cravings, Classic Catering, Kaitlin's, Infusco Coffee in Sawyer) 3. Anticipating 50-70 guests
8. Line up child care		Lisa	
9. Request donations at the event			
10. New 60 th Anniversary nametags			<ol style="list-style-type: none"> 1. Joanne and Lisa to create new nametags for all members/friends featuring the 60th anniversary logo. Possibly use stick-on name tags only for the dinner event. 2. Someone will greet guests as they arrive to the dinner and encourage them to wear their nametags.
Plan 60th Anniversary Sunday Service:			
1. Plan the Order of Service		Jim McConnell	
2. Invite BUUF members and friends to submit special anniversary hymns or poems or artwork			<ol style="list-style-type: none"> 1. Joanne to add to BUUF Announce an open invitation for anyone who feels so moved to create music, poetry, dance, a skit, artwork or a brief speech for either the dinner event, the 60th anniversary service or the 10th anniversary service for Jim 2. Joanne to directly ask Janice to write a poem in honor of Jim's anniversary

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Plan a pilgrimage to past BUUF locations (draw a chalice on the sidewalk, sing hymns, sprinkle “holy” water)			<ol style="list-style-type: none"> 1. Lisa and Jim Fuller have itemized the historic locations -- 1-Morton House, 2-site of the former YWCA, 3-601 Main St (Heritage Center) 4-current location. All participants to meet at BUUF then carpool from there to the first three sites. 2. The pilgrimage will be held after service, the Sunday before the dinner event (4/21/19)
Plant a tree to commemorate our anniversary		Harvey Mary Lou	<ol style="list-style-type: none"> 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.			<ol style="list-style-type: none"> 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 / Nan	<ol style="list-style-type: none"> 1. Article for HP Church Notes and other local newspapers a month before the anniversary celebration (Nan will write a news release, Lisa will distribute). Maybe include a picture of Marv and Kate for the news release or a photo of the solar panel with members standing in front. <ul style="list-style-type: none"> • Include the pilgrimage (4/21), anniversary dinner (4/27), anniversary service (4/28), Jim’s service (5/5) in the news release 2. Notify other area UU churches of our event