

2015 Founders' Day Committee Meeting

NOTES FROM MEETING: Agenda and Updates

Thursday, February 19, 2015 @ 10:00 a.m.

Theme: "We Are the Arch: Building a Bridge Between Our Past and Our Future"

Thursday, March 12th @ 10:30 a.m.

1. FINALIZE PLANNING FOR THE RITES OF PASSAGE CEREMONY

- a. Option #1: Evelyn Bethune will be asked to lead the ceremony, reading from the dais
- b. Option #2: Vernon Martin will be asked to provide a voiceover.
- c. Identify people to hold the arch. Hale will get ahold of them.

2. Program Details

- a. Processional (Allen, Bendross, Ford)
 - i. Students
 - ii. Faculty
 - iii. Staff
 - iv. Flags
 - v. Bells and drummer
- b. Future Educators of America (FEA) will serve as ushers.
- c. Aleandra Pinder will give the invocation
- d. I am in the process of confirming with Antonio Cooper to give the litany.
 - i. Need description of his legacy (Hale)
- e. Lawyer Chalmers will give the benediction
- f. Professor Hale and Professor Dobbs will give the historical reflection.
- g. Rev. Wayne Lomax will introduce the speaker
- h. Walt Weatherington will present the Blocker award.
- i. Ray Smith will present the Collier award.
- j. Margaret Porter-Hall will be asked to present the Humanitarian Award.
- k. We will need to make sure each of the program guests are provided with bottled water
- l. Dress code for Alumni: all black with white cords provided by Dr. Callwood's office.
Winifred Jones has the cords.
- m. Dress code for campus: black bottoms and white tops in tribute to the historic dress code for the occasion.
- n. HOW LONG WILL CLASSES BE SUSPENDED?

3. Questions for Dr. Callwood-Brathwaite

- a. Is this a ceremony that needs to be opened and closed by Dr. Callwood-Brathwaite? YES
- b. Who is responsible for notifying and coordinating the awardees, as well as their family and guests? ME

- c. Who is responsible for ordering awards? **ME**
 - d. Will there be a birthday party and cake in the cafeteria after the program? Will there be a special reception for the program guests? **These will be folded into one event in the cafeteria.**
 - i. Tablecloths
 - ii. Cake
 - iii. Enhanced menu
 - iv. Balloon
 - v. Two tables in the main room for special table
 - vi. DJ - \$80 (Ford)
 - vii. **Reception in the Faculty/Staff dining room**
 - viii. **Who will pay for the commuter students? \$5.54 x 20**
 - ix. **Communication to faculty about \$5.54**
 - x. **Games (Ford/Bendross/Mobley)**
 - e. Who is paying for the printing and design of the program? **Academic Affairs**
4. Do you have white cords we can use of the alumni program participants? **Winifred Jones has them. Hale will get them from her.**

5. Action Items

- ~~a. Selection of theme~~
 - ~~b. Creation of a “save the date” banner on the campus website~~
 - ~~c. Finalizing list of award nominees~~
 - ~~d. Forward nominees to the Cabinet~~
 - e. Select/nominate program participants
 - f. Invitation to Evelyn Bethune (Cohen-Powell) **IN PROCESS**
 - g. Create program material checklist – bells, drummers, arch, candleholders, flags, **wreath for the lobby**, etc. (Bendross)
 - h. Students from all classification for the processional (Bendross/Ford)
 - i. coordinate the display of flags during the processional (Bendross/Ford/Efford)
 - j. creation/rental of the ceremonial arch (Bendross) **NEED UPDATE**
 - i. **\$175 for rental to \$75. \$100.**
 - k. coordinate with Sodexo (Jaccarino)
 - i. chairs
 - ii. banner
 - iii. cleaning
 - l. Development of media/communication plan (McKinney)
 - m. Layout and printing of program (Callwood/McKinney)
 - n. photography (McKinney) **IN PROCESS**
 - o. **letter of congratulations from President Obama or another federal dignitary**
 - p. videography by communications students (Martin)
 - q. text for plaques and order plaques (McKinney)
 - r. Preparation of program script (Hobbs) **IN PROCESS**
 - s. broadcast for overflow (Allen) **IN PROCESS**
 - t. walk through of chapel on March 9th (TBD)
 - u. calendar/plan of work (Ford)
 - v. solicit ushers
 - w. Dobbs about placement of the wreath in the lobby; carried by King and Queen
 - x. special memorandum on the dress code for Founders’ Day with images **NEED TO COORDINATE (target FMU 101)**
- ## 6. Next meetings:
- a. 2/26 @ 11am
 - b. 3/9 @ TBD (walk-through in the chapel)