



## HALL OF FAME MEETING MINUTES

Tuesday, May 11, 2021

**Zoom Conference:**

<https://cccconfer.zoom.us/j/92151804717>

8:10 am – 9:00 am

### 1. Draft Invite (*thank you, Susan!*)

Susan shared the draft invited and the committee reviewed it. Feedback included: updating the name of the Saturday night social to something such as TC Alumni and Hall of Fame Reception/Social sponsored by the TC Foundation; changing the start time of Saturday to 4:00pm; adding the TC Alumni logo; updating the price to \$75; adding in table sponsor option to supporter invite; and, creating a third invite for general public/TC community that does not include the Saturday night verbiage. The invite can be used as an advertisement as well as be placed on the website and attached nicely as a .pdf for email correspondence. The Bookstore print shop will be used for printing. Jennifer shared she will add columns to the RSVP spreadsheet to include an RSVP for all events: 1) Saturday's reception, 2) TC Tour, and 3) Sunday's ceremony.

### 2. HOF Induction Ceremony Brainstorming/Ideas for:

Nov 6th:

*Welcome Reception/Social at Taft College @ 6:00pm*

Nov 7th:

*Campus Tour @ 11:00am, lunch provided*

*Induction/Awards at Taft College in Student Center*

*Champagne Reception 4:00-5:00pm*

*Program 5:00pm*

The committee discussed it will be different with set-up/clean-up this year with the event being on campus. Darcy recommended, based upon prior feedback, not to include the videos for each inductee in Sunday evening ceremony but they could be considered to be added to the Saturday night event, if interested. Sheri recommended we consider an event sponsor to help with funding, and allow the Hall of Fame to potentially give back in other ways as well. Jan recommended placing bios on social media along with a photo of the inductee is a good way to market and encourage future nominations. Susan discussed both a press release and advertisement would be nice in local papers. Darcy encouraged anyone with ideas to email her and share, and the committee will continue to compile and discuss further in the fall.

## Summer Timeline

### July/Aug

- Complete ASO Activity Request
- Prepare and send out Press Release to Office of Superintendent/President
- Confirm use of iPad for ticket sales with Foundation and communicate ticket sale prices, dates, and process with Cashier, VPSS/Athletics Admin Assist and others that may need to know (as needed)
- Provide HOF update at a Foundation meeting (as requested)
- Solicit sponsors to support budget (Foundation, OTs, Orange Belt Stages...)
- Work in-house with Web Coord and Director of Marketing to draft invites and order invites and envelopes (250 general, 30 inductee invites-may need more if large team is inducted)

### September

- Sept 1<sup>st</sup>—send out formal invites to special guests (inductees) and general invites (past inductees, Board, Admin, Foundation, etc., share with campus via TC News)
- .....
- .....

Darcy shared we will continue to work on summer timeline activities in June/July.

### 3. Other

### 4. Next Meeting: Fall 2021