BrooklineCAN Annual Meeting Preliminary Planning

February 23, 2023

Present: Matt Weiss (Convener), Janet Gelbart, John Seay, David Trevett, Julie Washburn, SoniaWong

Discussion centered around the preliminary steps to plan for the Annual Meeting and the resources needed to execute the plan. Their proposal:

Date: September 7, 2023 (Jamie agreed it works on her end)

Theme: **Re-emergence** (from COVID, reconnecting in person, new BrooklineCAN initiatives) – Program to look back on what’s been accomplished with a special tribute to Frank Caro and forward to reconnecting through BrooklineCAN

Featured Speaker: Sigalle Reiss

Awardee: Senior Center (as represented by Ruth Ann Dobek)

Emcee: Matt Weiss

Exhibitors: Representing opportunities for re-engagement after isolation

Coolidge Corner Theater

 Restaurants

 Brookline Booksmith

 Chamber of Commerce

 Merchants Associations

BrooklineCAN: Membership Table with highlights of past and future programs

The group outlined the tasks involved and began discussing the required resources (see attached table). A formal committee and chair need to be appointed. Elenore Parker has volunteered to chair the committee but needs to overcome the technical issues which have prevented her from participating in meetings. Someone needs to develop a communications strategy and calendar for producing materials (“Save the Date” mailings, newsletter articles, reminder letters). Roles of BrooklineCan members at the event (welcome, introduction, award presentation) need to be identified. Julie said Ruth Ann would be responsible for organizing the food and drink arrangements, with Julie and Jamie handling the room set-up.

To Do List:

1. Matt to contact Henry Winkleman to see if he can help with the program design; someone should contact Kathy Burns also
2. Matt to contact Sigalle Reiss about being the featured speaker
3. Janet to contact Carol Caro to see if she has Frank’s Annual Meeting files and would be willing to help with the communications and printing
4. Jamie will reach out to JF&CS and CCB regarding their participation and contacts