

**DUQUESNE PD ACTIVITIES COMMITTEE
JUNE 20, 2022 MEETING MINUTES**

CALL TO ORDER

The meeting for the Duquesne PD Activities Committee was called to order at 10:11 a.m. by Vice President Sara Ellsworth.

ROLL CALL

Answering Roll Call were Jessica Girard, J. Baine, and S. Ellsworth. Absent was Becca White.

AGENDA

Motion made by J. Baine, seconded by J. Girard, to approve the agenda as presented. Voting in favor were J. Girard, J. Baine, and S. Ellsworth. Nays: None. Motion carried.

MINUTES

Motion made by J. Girard, seconded by J. Baine, to approve the May 26, 2022 minutes as presented. Voting in favor were J. Girard, J. Baine, and S. Ellsworth. Nays: None. Motion carried.

OLD BUSINESS

Officer Appreciation:

- J. Baine currently has 6 bud vases for the centerpiece decor. She is trying to locate 2-4 additional.
- Jan has most of the tablecloths needed. She will check to see if she can locate additional. S. Ellsworth will followup to ensure all tablecloths are dropped off by Saturday, June 25, 2022.
- S. Ellsworth has ordered the chicken and cupcakes.
- J. Girard completed the officer's gifts which were approved by the committee. She will present an invoice for the gifts at the next meeting.
- Final headcount is planned for 40 people.
- The committee members will set up for the luncheon on Sunday, June 26, 2022 at 5:00 pm.

- **FOOD**

- S. Ellsworth
 - Ice - pick up Mon @ TBD
 - Cupcakes - pick up Mon @ 1000
 - Fried Chicken - pick up Mon @ 1100
 - Individual Butters with chicken order
 - Baked Beans
 - Mashed Potatoes
- J. Baine
 - Potato Salad
 - Rolls
- J. Girard
 - Mac & Cheese
 - Corn on the Cob
 - Kool Aid Drink Pouches
- Flo Dempsey
 - Salad
 - Dressings
 - Sauce for Chicken
 - Tea
- Janet Stemm
 - Marshmallow Salad
 - Cookie Cake
- At location

- Water
 - Sodas
- DECOR
 - S. Ellsworth
 - Black Table Skirt
 - Tablecloths - Follow up on Sat @ TBD to ensure all at location
 - J. Baine
 - Centerpieces - finalized & drop off on Mon am
 - Galvanized Tub for drinks
 - At location
 - Plates
 - Cups
 - Plasticware
 - Napkins
 - Cards
- OTHER
 - S. Ellsworth
 - Tables - pick up x10 - 8'
 - Disposable Serving Utensils
 - Drink Dispenser
 - Push Pins for hanging cars around room
 - Cooler for extra ice
 - J. Baine
 - Bowls for rolls
 - Serving Spoon for potato salad
 - Tongs for rolls
 - Ice Bucket for drinks
 - Scoop for ice
 - J. Girard
 - Gifts
- SUNDAY'S TASKS
 - Arrange Tables & Chairs
 - Add Table Skirts & Tablecloths
 - Cards on Tables
 - Cards on Walls
 - Galvanized Tub
 - Ice Bucket
 - Plates, Cups, Plasticware, & Napkins
- MONDAY'S SCHEDULE
 - Finish last minute set up
 - Set up food
 - Guests arrive
 - Self Seating
 - Invocation by Mayor Bill Sherman
 - Introduction & Gifts by Flo Dempsey
 - Lunch Served - the Officers will go first
 - Upon departure, the Officers' Spouses & Flo may take a centerpiece home

NEW BUSINESS

None

OTHER BUSINESS DEEMED NECESSARY

None

SCHEDULE NEXT MEETING AND TIME

The next meeting will be July 6, 2022 at 10:00am.

There was no further business, a motion was made by S. Ellsworth, seconded by J. Girard to adjourn the meeting. Voting in favor were J. Girard, J. Baine, and S. Ellsworth. Nays: None. Motion carried. Meeting adjourned at 11:46 a.m.