



San Agustin Academy Batch 83 Reunion Meeting



Meeting No: 1

Date: 09/04/2011

Page 1 of 1

Minutes of Meeting																			
	<p>Subject: Reunion Committee Coordination Meeting Venue: Al's Resto Sapang Jaen Attendees:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Emilia Dimalanta Mauricio</td> <td style="width: 50%;">Leopoldo Mina</td> </tr> <tr> <td>Willy Paynor</td> <td>Ednelyn Pamiloza Dela Cruz</td> </tr> <tr> <td>Enerie Eduardo Antonino</td> <td>Florencia Corpuz Abergas</td> </tr> <tr> <td>Emelinda Roxas Magtalas</td> <td>Ramon Bocobo</td> </tr> <tr> <td>Alfredo Pili</td> <td></td> </tr> <tr> <td>Lucila Perez Santos</td> <td></td> </tr> <tr> <td>Esperanza Sagun Francisco</td> <td></td> </tr> <tr> <td>Ranilo Macalinao</td> <td></td> </tr> <tr> <td>Danilo Villarama</td> <td style="text-align: center;">-</td> </tr> </table> <p>Distribution: Attendees list plus Long Hernandez, Yolly Hallawe, Enzo Catacutan</p>	Emilia Dimalanta Mauricio	Leopoldo Mina	Willy Paynor	Ednelyn Pamiloza Dela Cruz	Enerie Eduardo Antonino	Florencia Corpuz Abergas	Emelinda Roxas Magtalas	Ramon Bocobo	Alfredo Pili		Lucila Perez Santos		Esperanza Sagun Francisco		Ranilo Macalinao		Danilo Villarama	-
Emilia Dimalanta Mauricio	Leopoldo Mina																		
Willy Paynor	Ednelyn Pamiloza Dela Cruz																		
Enerie Eduardo Antonino	Florencia Corpuz Abergas																		
Emelinda Roxas Magtalas	Ramon Bocobo																		
Alfredo Pili																			
Lucila Perez Santos																			
Esperanza Sagun Francisco																			
Ranilo Macalinao																			
Danilo Villarama	-																		

No	Description	Action By	Target
1.1	Develop classmate contact's listing (existing already just to update once a week)	Nilo , Al, Anchie Edna.Danny	5/10/11
1.2	Develop registration process , email distribution , minutes of meeting and updating of register list	Emie	Info
1.3	Distribution of area responsibility for gathering information (contacts i.e cp number and address)	Emily, Willy	Info
1.4	Banner production and installation (to be hang in four corner of Jaen)	Baby , Willy	Info
1.5	<p>Coordination meeting organizer and finance administrator</p> <ul style="list-style-type: none"> Target meeting Review of information gathered Place of meeting Meeting budget Transportation budget Suggestion / ideas to make review Implementation 	Emily, Enerie	Info
1.6	Select a reunion date	ALL	5/11/11
1.7	Decide on venue and format of event	ALL	5/11/11
1.8	Create a budget	Committee	Info
1.9	Old pictures i.e group or solo (it will collected and scan for power point application)	Committee	5/11/11

When one door of happiness closes, another opens; But often we look so long at the closed door that we do not see the one that has been opened for us.



San Agustin Academy Batch 83 Reunion Meeting



Meeting No: 1

Date: 09/04/2011

Page 2 of 1

2.0	Planning		
2.1	Select caterer / menu (be aware we do have different religion)	Committee	Info
2.2	Determine and arrange for any additional activities	Committee	Info
2.3	Accessories; <ul style="list-style-type: none"> • Polo Shirt (Nickname , Size) • Buttons • Mementos • Event Decoration • Gifts for School • Decorations • Invitation / Sign board for attendees 	Committee	20/12/11
3.1	<u>Tribute, Speaker and Information</u> <ul style="list-style-type: none"> • Deceased classmates tribute • Speaker arrangements • .Former teachers list • Church donation for construction (Optional) 	Committee	20/12/11
3.2	<u>Miscellaneous</u> <ul style="list-style-type: none"> • Select photographer, entertainment and other services • Print and mail reunion announcements / registration • Pay all required deposits • Nostalgia table • Create old photo slide show • Flowers for attendees 	Committee	20/12/11
	Next meeting		7th May



When one door of happiness closes, another opens; But often we look so long at the closed door that we do not see the one that has been opened for us.