**Words Take Wing**

**Committee Meeting Minutes**

**1/15/13, meeting at Patwin**

Attending: Sandi Redenbach, Sharon Hallberg, Joanne Banducci, Shannon Cannon, Amy Medavoy, Becky Hachmyer, Wendy Chason, Ruth Shimomoura, Donna Justice

Unable to attend: Roberto Delgadillo, Elizabeth Gray, Patty Wong.

**Information and Updates**

* Committee Luncheon on 2/12
* Group decided on Symposium. Joanne will solicit rsvps and make reservation.
* Donor/Dignitary Luncheon on the 13th after the matinee
* Amy suggested adding: Azad Sheikh, Bill Blake from B St. Theater
* Hospitality basket—Ruthie is collecting items at the Jan. and February meetings.
* Reviewed budget, noted that some of the income has not actually come in yet.

**Discussion**

* Donna will ask Loretta to set up a Buck Slip envelope for the evening presentation.
* Amy will check on home-schooled patients.
* Amy will also check into sending out a media release about the hospital visits.
* Joanne is communicating with Vajra regarding the Griot.
* Donna will produce program
* Need space for Sutter to display (Amy will check with Sara Stratton)
* Commemorative booklets—need to develop a plan for distributing them at the evening event.
* Need to check with Loretta about number of Engle commemorative booklets she would like for donors ($6 each).
* Joanne checking contract for number of booklets for Margarita.
* Joanne will check with Karl about a price list for the matinee. Shannon will forward to the teachers with classes attending.
* Wendy will bring lcd projectors and screen. Joanne checking with Cindy about projector and in-room screen.

**Miscellaneous**