

## **NOVEMBER 2019 TO DO LIST**

**All:** Year-End Mailing, Monday November 18 – 6:00 – Links Clubhouse lower level (BYOB & snack)

**JENNIFER:** Holiday Concert Sponsors

**Brian:** Holiday tickets from Sally  
Concert programs from Carol  
Stationery meeting at Zenas' – 11/21 – 5:30  
Mail thank you notes to advertisers

**Patrick:** Approach Camille DeBoer re: advertising  
Do patron survey with Carol Z  
Co-sign Year-End letter

**Pam Pierson and Terri:** Develop a list and contact photographer

**Terri:** Work with Pam P. re: photographer  
Develop and implement a can/bottle collection plan. (Carol Z. will email members.)

**Jean:** Announce Singing Valentine possibility to singers.  
Organize gift for Phyllis with Pam W.

**Pam Wells:** Poll board members and set December meeting date  
Work with Jean on gift for Phyllis  
Write Year-End letter; Patrick co-sign.  
Who is taking reservations for the catered meal between the Holiday concerts?  
(Betty, Sally, Terri and Ruth may want to make reservations. Please let us know the cutoff.)

**Maura:** Publicity for Christmas concerts

**Julie:** Follow up on West Coast Chamber dues

**Carol Z:** Can 60<sup>th</sup> video be posted on Instagram?  
Set date for a Family Fare Receipts Party at the Links Clubhouse lower level. Sally and Terri will help with details.  
Do patron survey insert with Patrick

**Betty:** Postcard mailing  
Stationery meeting at Zenas' – 11/21 – 5:30 pm  
Coordinate Year-End mailing – 11/18 – 6:00 pm – Links Clubhouse lower level (lists with addresses, pens, envelopes, stamps, signed letters)  
Ask Ben for videographer connections  
Bring Brian's box to Christmas concerts

