Reunion Chairs Training

Engineering your 2016 Reunion:
The Nuts & Bolts of Reunion Planning

September 12, 2014
Three Priorities of Reunion

- To engage alumnae with the college (alumnae relations efforts)
- To connect with classmates (class volunteer efforts)
- To support the college financially (Smith Fund efforts)

A strong fundraising program relies on the strength of our alumnae engagement program.
Agenda for today

- Reunion 2016: dates and preliminary schedules
- The Reunion team and coordination
- Reunion attendance
- Class Headquarters and hospitality
- Reunion meals
- College events and class programs
- Communicating with your class
- Reunion registration & fees, Reunion housing
- Post-Reunion wrap-up
- Reunion Committee Planning Timeline
- Next steps
Reunion 2016

- Alignment of classes:
  - Reunion I: 10th, 20th, 30th, 40th, 50th
  - Reunion II: 5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th, 70th, 75th, 80th
Reunion 2016 Preliminary Schedules

**Thursday**
- Reunion social hour/dinner
- Evening: College/Class programming

**Friday**
- Morning: College/Class programming
- Reunion luncheon
- Afternoon: Campus activities, college and class programming
- President’s Reception for the 25th or 50th Reunion class
- Reunion social hour
- Class dinners and class programming
- Evening: College/Class programming
Reunion 2016

Saturday
- 9:15 a.m. (8:45 lineup) Alumnae Parade/Ivy Day Ceremony (RI)
- Alumnae Parade/AASC Annual Meeting (Reunion II)
- Lunch: (Some classes will have their class meetings or programming at this time)
- Afternoon: College/Class programming/family programs
- Class social hours/dinners and Class programming
- Evening: Illumination of center campus with live music

Sunday
- Commencement Exercises (Reunion I)
- Reunion brunch
- 1 p.m. Residence houses close

Timing of Services of Remembrance are TBD.
Reunion Team and Coordination

- Role of Office of Alumnae Relations (OAR) Staff
- Role of Reunion Chairs: oversee all class planning efforts
  - Recruit/appoint/supervise Reunion committee members
  - Liaison with OAR
  - Class Communications
  - Observe Reunion in 2015
  - Oversee Reunion budget in collaboration with class treasurer
  - Post-Reunion Responsibilities
Reunion Planning Committee

appointed by the Reunion chair

- House reps chair and House representatives
- Mini-Reunion chair
- Headquarters chair
- Class dinner chair(s)
- Program/Activities chair
- Alumnae parade chair
- Optional: spouse/partner/family activities chair

Student Ambassadors

Resources: Tools for Reunion Planners Webpage
Reunion Attendance

- Encourage classmates to attend (House representatives and via class communication)
- Effective strategies for House Reps
- Reunion Attendance Counts in appendix
- Mini Reunions

_The main reason alumnae cite for attending Reunion is to see friends_
Class Headquarters and Hospitality

- Gathering place for classmates
- Headquarters Chair
- Refreshments
- Decorations
- Souvenirs
  - Souvenirs can be shipped to the Alumnae House before Reunion – no earlier than the week of Reunion!
- HQs are in student residences and shared with seniors on Reunion I weekend (and can sometime be noisy!)
Reunion Meals

- Breakfast included in the housing package
- Thursday all Reunion dinner (separate for the 25th and 50th classes)
- Friday all Reunion buffet luncheon
- Friday all Reunion social hour (President McCartney will host the 25th and 50th classes separately)
- Friday and Saturday class dinners: Class Dinner Chairs handle arrangements
- Saturday make-your-own picnic lunch
- Sunday brunch (separate for the 25th and 50th classes)
- Meal fees are all-inclusive, with cash bars during social hours
- Meal Planning Guide
College Events and Class Programs

- Greater infusion of intellectual programming throughout weekend
- Friends Groups programming, Academic centers programming
- Class Program Chair: Plans programs/activities within framework of Reunion schedule
- After dinner programming must be one half hour or less, or relocate to separate venue
- Class meeting
- Class schedules should be submitted as soon as possible
Communicating with your Class

- Decide on Reunion theme and design Reunion logo ASAP; carry it through EVERYTHING – class web site, facebook, souvenirs, parade signs, headquarter and dinner venue decorations
- Use social networking to connect (facebook, twitter, tumblr)
- Broadcast e-mails
- Print newsletters - Paradise Copies in Northampton
- Class web site
- Phone calls
- Mini-Reunions and Pop-up Reunions
Dear Classmates:

Greetings to all of you as we begin a new five-year cycle leading up to our 55th reunion. But let us by all means continue to enjoy the after-glow from our memorable 50th, so nicely described by Sue Counihan Fratus on the home page of our website. Which leads me to my first news:

Website Revised. New look, same access (http://alumnae.smith.edu/smithoms/1963/). Please visit to see many new interesting features. On the home page you will see Margo Breck Euler's wonderful collage of photos from our reunion, and with just one click you can access many more photos thanks to Nancy Wilson Scanlon and Gill Shaw Kellogg. We also have some new links, such as the list of new class officers and a favorite called "Links You'll Love," where you can find links to what many classmates are doing. This link will also give us a location where we can post class news reports that are too lengthy to include in the Quarterly. Send your news as usual to the class secretaries and lengthy submissions will be passed on to Rosalie Oster Kerr or Carol Wilson Lightwood, our webpage co-chairs.

You'll find some new links about reunion also, fun to visit especially if you were unable to attend but even if you were there: a list of the parade signs, supplied by parade chair Lucy
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Special Gifts Co-Chairs

'60 DOES CHICAGO
GET IN THE LOOP!

SAVE THE DATE: SEPTEMBER 27-29, 2013

Breaking news:
Your class officers will be meeting in Chicago in September to begin planning our 55th Reunion. We want to share the fun, so we are planning a mid-term reunion and hoping you will join us. Whether you attended our 50th and wished the good times and sharing could continue, or you missed the 50th and wish there were a way to have that same experience now — here’s your chance to enjoy your classmates plus all the excitement, culture and cuisine of one of our great cities, right in the middle of the country.

Terrie McDonald, one of our Reunion planners plus our gal in the Windy City, has found us a great hotel, the HotelAlegro, at Randolph and Wells. The hotel has a Starbucks on site and a “Hosted Wine Hour” from 5 to 6 every evening in their lobby. The hotel is within walking distance of many of the attractions in the Chicago Loop area.

Dining: There will also be a welcome dinner hosted by your officers, on the official first night, Friday, September 27th. For other meals, you can sample the many excellent ethnic restaurants the city has to offer, in smaller or larger groups as you like.

Activities: A truly exciting list of things to do, places to go, sights to see. We plan to schedule tours for our group at some of the most popular attractions. Here are just a few: Chicago Art Institute and a wealth of other museums — Science and Industry, Natural History, Museum of Contemporary Art Chicago; Millennium Park and Gardens; a plethora of tours — via boat on the Chicago River featuring the famous architecture in the Loop, bus tours, walking tours, Frank
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2011-2016
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PRESIDENT’S REPORT

Hi Fellow ‘66ers:

It is hard to believe that our 45th Reunion was almost a year ago. It was a great success with 120 members of our class returning to Northampton for the weekend. The parade, the panels, the skits, the meals, and most of all, the company of old friends made for a wonderful time.

This is our annual class newsletter in which we hope to give you information about the class of 1966 as well as about our upcoming Reunion. As we get closer to the fiftieth Reunion we will have more details for you about it. We hope to make it the best fiftieth Reunion ever, but we will need the help of every classmate to do so. One of the first things we need to do is to come up with a theme for the reunion. We would love suggestions from everyone. So please send any ideas you may have to our reunion co-chairs: Darcy Wheeler Bacon at darcybacon@gmail.com and/or Linda Cornell Weinsein at lcwsbw@aol.com. Anyone who is interested in working on the reunion in any capacity should get in touch with either Darcy or Linda.

Sharing Information

There are two ways to get and or share information about the class of 1966. The traditional way is by the column in the Smith Alumnae Quarterly. In January, you received an email from Susan Frohley Teich asking for news for this column. This information can...
Dear Classmates,

It's hard to imagine that our 45th Reunion is only 7 months away—May 23-25, 2014. The last 5 years just seem to have flown by! Why is it that as we get older time seems to go by faster?

Your Reunion planning team headed by Debbie Chase Franczek has been hard at work for months now and, while many details are still being firmed up, in this newsletter you'll find a lot of information about planned Reunion events and options. The team has developed a theme for our 43th: "1969 Reflects and Rocks On" alluding to where we are now in our life journeys and where we came from—"then and now." Our classmate, Amy Finley Scott, has designed our reunion logo (above) which captures the number "45" inside the image of an old 45 record (remember those??).

Reunions are a lot about memories and catching up with old friends. But they are also about making new friends and seeing how the Smith and Northampton that we knew in 1969 have changed. "Then and Now"—it's an interesting comparison. We think that there are so many new aspects to Smith, Northampton, and the surrounding area that not only is coming back for Reunion worthwhile in itself but it's worth making Reunion weekend part of a bigger, longer vacation trip. Classmate Debby Slavitt who now lives in Northampton has suggested the following websites as sources for looking into all the wonderful things to do and see in Northampton and the Pioneer Valley.


We hope to have a large turnout for our 45th and we especially invite classmates who've never attended a Reunion to consider doing so. You'll be interested to read Joan Gitschall's profile inside. She will be a Reunion first timer next May and she makes a great case. So mark your calendar and start making your plans now. Watch our website and facebook page over the next months for further updates. Also, please be aware that many communiques regarding Reunion will be by e-mail only, so be sure to keep your contact information current with the college.

Sue Foley
President, Class of 1969

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How To Contact Your Class Team

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Social Media Chair
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House Rep Co-Chairs
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Class Website
http://alumnae.smith.edu/smithcms/1969

Class Facebook Page

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INspire. EXCITE. ENGAGE.
Reunion Registration and Fees

- All registration handled by the college
- College registration fee – offsets administrative cost of producing Reunion
- Class registration fee
- Meal fees – you select menu for class dinners; all other meals are set by college
  - Meal fees increase by $10 after the registration deadline
- Housing fee – includes breakfast each morning
  - Housing fee increases by $25 after the registration deadline
- AASC lifetime members may deduct $25 from housing fee
- Housing by senior house
- Guests are accommodated with alumnae in student residences; no special provisions
Post-Reunion Wrap-up

- Class registration fees, less expenses owed, are transferred to the class’s Smith-held treasury account

- Please send to the college:
  - Samples of unique class souvenirs, class books, song books, or other print materials
  - Class slate preferably prior to or during Reunion, but no later than June 1
  - Reunion Financial Report by July 31
  - Reunion Chair Report by July 31
  - Organize files and pass to successor by July 31
  - Memorabilia to Smith College Archives
Reunion Planning Committee Timeline

**May 2015:** observe Reunion
Reunion I: May 14 to 17  Reunion II: May 21 to 24

**September:** OAR sends a Save the Date email and postcard
Reunion Committee form is due
Select theme and design logo
Set your Reunion budget
Submit Preliminary Class Programming Form

**October:** Space assignments are made by the college (subject to change)

*Sample forms may be found in the appendix of the Reunion Planning Guide*
December: Meal Planning Guide sent to Reunion chairs

January 2016: *Class Dinner Selection Form* due
               House Reps contact classmates

February: *Parade Sign Form* (sign wording) due
          *Class Dinner Program Planning Form* due
          Submit final class schedule
          Reunion Registration booklet mailed and online Registration goes live

March: *Class Meeting and Program Planning Form* due

Early April: *Headquarters form* due and registration reports emailed

Mid/Late April: Registration deadline

May 2016... **REUNION!!!!!**
Next Steps...

- Set Reunion theme as soon as possible
- Appoint committees
- Encourage mini Reunions
- Work with President on e-communications
- Keep Web and social media sites fresh
- Observe Reunion next spring
  
  (May 14-17 or May 21-24, 2015)

- Reunion I: 10th, 20th, 30th, 40th, 50th
- Reunion II: 5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th, 70th, 75th, 80th
Above all...Have Fun!

Contact us whenever you need to...

we’re only a mouse click

or phone call away!!

Find our contact info in the

Reunion Planning Guide
Questions?