



Chapter 1 (SIGHOLTZ CAPITAL CHAPTER)
173d AIRBORNE BRIGADE ASSOCIATION
PO Box 173
McLean, VA 22101-0173

Agenda – 2018 173d ABN BDE ASSN Reunion Committee Meeting

10 December 2016

- Recap 8 October meeting – Subcommittee task leaders:
 - Registration subcommittee leader – Ken Smith
 - Jack Kranchick assisting
 - Activities subcommittee – need leader
 - Tours – Henry Persons
 - Transportation coordinator – Terry Walsh
 - Entertainment subcommittee leader – Chuck Dugo (Hospitality & Banquet)
 - Publicity subcommittee – Mack Brooks
 - Security subcommittee – Roy Gilmore
- Key subcommittees still vacant need to get volunteer leaders identified.
 - Finance
 - Fundraising (donations/sponsors, etc.)
 - VIP Coordinator
 - Vendor Coordinator
- Established a Reunion Executive committee – others welcome to join
 - Executive Committee
 - Joe Flesch – Reunion Director
 - Gene Cartier – Project Management
 - Mack Brooks – Deputy Director
 - ConOps – **Team Effort** -
 - Subcommittee responsibilities:
 - ID required sub-tasks and coordinate with Gene Cartier
 - Establish time lines
 - Recruit staff
 - Report status (need all sub-tasks developed NLT Jan 5)
 - Use Chapter website Events tab - 2018 Reunion Work Page
 - Review lessons learned from previous Reunions
- Review Draft Reunion Agenda (Program of Events)
- Select a theme for the 2018 Reunion
- Next Steps
 - Joe Flesch attends ASSN Mid-Winter Conference – OKC 13-15 January
 - Attend BOD Meeting – coordinate with OKC Reunion staff
 - Brief ASSN leadership on our 2018 planning
- Group Discussion