

## ORIENTAL GARDEN COMMITTEE MINUTES

AUGUST 11<sup>TH</sup>, 2016

1. The meeting was called to order at 4:15 PM at Alton City hall
2. Members present:  
  
Dr. Sadiq Mohyuddin, Talat Mohyuddin, Dr. Yusuf Mohyuddin, dr. Wei Lin, Charles Sheppard, Joan Sheppard and Peggy Tavernier.

Members absent:

Michael Haynes, Fatima Khan J.D. and Dr. Nadia Mohyuddin

3. Minutes of previous meeting were read by Peggy Tavernier. Discussion followed. Motion to accept as read by Joan Sheppard, second by Talat Mohyuddin. Motion passed.
4. Treasure's report was presented by Joan Sheppard. There is a current balance of \$8,510.04.
5. Old business

Copies of the brochure draft were presented and discussed. Dr. Sadiq Mohyuddin would like to see if the coloring at the top could be lighter, ask to have the water photo shopped to a blue and the spelling and title of Fatima Khan J.D. be corrected. Peggy will contact the printer to see about this. It was decided to go ahead with the print when those changes are made.

It was shared with the committee that auto pay will not be possible for donations. Dr. Yusuf Mohyuddin asked about thank you recognition for donors. Peggy stated she already had drafts of this in progress. He pointed out that we should make sure to add the tax deductible information on the letter. This will be done.

The gazebo will be delivered on the 30 or 31 of August. There has been no work on the new pad. Peggy reported she notified Michael about the delivery date.

Mailing lists are being put into an Excel file. When this is finished, Joan and Peggy will go over these and send e-mail and hard copy brochure information. We will have PDF files of the brochure for the e-mailing. Peggy reported that she had an estimate for bulk mailing that did not include envelopes or return addresses. The cost for 500 was \$425.00.

Charles Sheppard offered to have return address labels printed by Sheppard, Morgan & Schwab. Peggy will get him the info.

Dedication ceremony will be October 29<sup>th</sup> at 3: PM at the Garden, pending availability of the site. Peggy will call to check on this. It was also suggested we make sure the covered pavilion is included. Invitations will need to be mailed. Peggy suggested a post card for this. Dr. Sadiq Mohyuddin asked for this to be done as soon as possible. Peggy also said there will need to be a program and speakers will need to be requested. She suggested the mayor, Ben Chu, Michael Haynes and Dr. Sadiq. Others may be added. There will also be a Garden history included. Peggy said she already had all the decorations purchased, but will need help that day. Food was discussed. Dr. Yusuf and Dr. Wei will look into options. Talat said she will supply Samosas, chaffing dish and dipping sauces.

The committee discussed getting an article in the Telegraph, Advantage and Riverbender.com, with the dedication information.

Peggy wants to go to a Business After Hours in September to network and hand out brochures. Monica Bristow will be contacted. Dr. Sadiq will donate toward this.

The old gazebo is gone. Peggy showed photos of the process which took about 30 mins. She also showed where a wheelchair ramp will be put in and how the extra balustrades from the gazebo will be used to tie in the two areas.

The next meeting will be September 15<sup>th</sup>, 2016 at 4:PM at city hall.

There being no further business, the meeting was adjourned at 5:15PM.

Respectfully submitted, Peggy Tavernier, Secretary