

Program (11 November 1995)

- 1) opening remark: Ruthie Hillsman -president.
- 2) A report from the committee concerning:
 - a) overall preparations for the event, especially dealings with the participating groups (Haruko Kinase-Leggett) + passing list for volunteers
 - b) publicity for the event (Ruthie Hillsman and Doris Hoskins)
 - c) preparation for the food (Kathryn Humphrey)
 - d) responses from 'NCNW' members contacted through the phone (Ruthie Hillsman, Tanya Jackson, Dorothy Vickers-shelley)
- 3) A quick survey of the tickets sold.
- 4) how to ensure everybody going to all ten tables once (Ruthie Hillsman, Doris Hoskins)
- 5) identifying tasks and delegating them to volunteers:

the following are some of the tasks identified.

 - cooking for the NCNW

 - setting up the tables and preparing Urbana Civic Center (sometime between 11:00 a.m. and 4:30 p.m.)

 - serving food at the NCNW table

 - serving dessert

 - collecting tickets

 - serving beverages

 - issuing tickets for the different food tables

 - door keeping (2) and handling the guest book

 - hostesses

 - tidying up

 - handing out membership forms and bookmarks.

 - selling T-shirts.

The following are the members of the organizing committee who have been meeting regularly since November 1994:

Mary Haywood-Benson, Ruthie Hillsman, Doris Hoskins, Kathryn Humphrey, Odessa Hudson, Haruko Kinase-Leggett, Tanya Jackson, Dianne Pinderhughes, Genevieve Stratton, Dorothy Vickers-Shelley.

Some of the more specific tasks carried out:

publicity: Ruthie Hillsman, Doris Hoskins, Haruko Kinase-Leggett, Tanya Jackson, Dianne Pinderhughes

writing the program and
promissory notes: Dorothy Vickers-Shelley

calling members: Ruthie Hillsman, Tanya Jackson, Dorothy Vickers-Shelley.

getting sponsors: Ruthie Hillsman, Doris Hoskins, Haruko Kinase-Leggett, Tanya Jackson,

getting tickets
and flyers printed: Doris Hoskins

organizing food: Kathryn Humphrey, Genevieve Stratton

getting supply: Ruthie Hillsman, Doris Hoskins

writing reports: Haruko Kinase-Leggett, Dianne Pinderhughes

contacting other groups: Doris Hoskins, Haruko Kinase-Leggett, Tanya Jackson, Dorothy Vickers-Shelley

arranging finances: Miriam Scantlebury.

inspecting Urbana Civic Center: Ruthie Hillsman, Doris Hoskins, Haruko Kinase-Leggett, Genevieve Stratton