



To: H.R.A. friends serving on the C/HRA! III Committee

From: Jerry Hipple, Committee Chairperson

Date: March 31, 1997

FIRST: THANK YOU FOR YOUR WILLINGNESS TO HELP! I AM SENDING ALONG THESE NOTES TO LET YOU KNOW WHAT OUR THINKING IS AT THIS TIME. YOUR INPUT IS WANTED. LET ME HEAR FROM YOU.

**CELEBRATION H.R.A. III - TWENTIETH ANNIVERSARY**

**Steering Committee Meeting**

**March 18, 1997**

**6:30 p.m. at H.R.A.**

**Next meeting: May 6, 1997 6:30 at H.R.A.**

This was the first meeting of the committee for this event. Jerry Hipple, Chairperson for the event convened Ann Zimmerman, Mindy Carroll, Lynn Brink, NanciLu McClellan, Rosalie Wells, Keith Aholt, Nellie Harrell, Jennie Dycus and Vernon Hodo.

The event is set for October 17, 1997 at the Arlington Hilton Hotel. The goal is to establish a reserve fund. Why are reserves needed?

To enable H.R.A. to go after new sources of funding. H.R.A. operates with an 11% administrative overhead and has had almost no funds to take advantage of new program opportunities. H.R.A. is a fee-for-service agency; a new program requires start-up capitol to pay Attendants for their services before reimbursement from the program contractor can occur. This can be as much as \$30-40,000 in a first month of operation..

To maintain a contingency fund to subsidize for cuts... last legislative session: 13.1%, 12.7% expected this year. Total program cuts are not out of the realm of possibility. ( Most people with severe disabilities whom H.R.A. serves would need transition to a nursing home if our programs took deep cuts or were eliminated. Maintenance of services is crucial under such circumstances and H.R.A. needs to be ready.).

The Board of Directors expects to bring the reserve fund to \$100,000 this year. CELEBRATION H.R.A.! III is the cornerstone of this effort.

A general discussion and get-started planning resulted in the following actions:

1635-A W. Division  
Arlington, Texas 76012-3821  
817-460-6691  
Metro 817-469-1977  
FAX 817-461-2334

***"Independence through Ability and Opportunity"***

100% TREELESS KENAP PAPER

2501 Oaklawn Ave.  
Ste 670, LB 43  
Dallas, TX 75219-4057  
214-559-0993  
FAX 214-559-0994



1. A packet will be prepared for committee members and others to use to bring about involvement in the event. The packet should include, at least, a newsletter, info. about the entertainer, information about H.R.A., reservation form, etc. to obtain commitments. The packet should be ready as soon as development and printing of the materials is completed. Probably by mid-April.
2. Andy Hickman was selected as the entertainer, based on Wells' research and the cost. The committee concurred that Debbie Reynolds' contract was too risky (with a 30 day escape clause.).
3. Tables of ten will be the basic denominator for the party...at \$500.00.
4. Underwriters at \$1000 and up will be targeted. This donation also qualifies the underwriter as an H.R.A. "Guardian Angel" and results in several benefits. A table for the dinner is \$500 regardless of the amount of the donation. The first underwriter is Arlington National Bank.
5. Each committee member is asked to work to bring in (or back) one previous table purchaser and commit one underwriter, at a minimum.
6. Each committee member will be provided a list of candidates to contact. The members will compare lists and trade names in an effort to take advantage of already established relationships. H.R.A. Board of Directors are ex officio members of the committee and share in this task.
7. The menu and agenda were reviewed with discussion about changes, for example "The guests may be sick of beef and chicken"; "should we have a pre-reception for the big underwriters?", etc. The committee decided to leave a good thing alone and avoid elitism; the menu and format will remain the same.

The party starts at 6:30 with registration and reception. Dinner at 7:30; recognitions after dinner and then entertainment. Menu to remain as it has been for the last two years.

John Dycus is this year's honoree.

8. Discussion began about details for the event: gifts for the attendees (favors for all and surprises for many) how to recognize underwriters for the event...banners, etc., possibility to get the string musicians again.
9. At this point the delineation of tasks has just begun, but some stepped forward to take on responsibility for specific areas:

--surprises for attendees; at least two modest gifts per table, solicited from community businesses: Jenny Dycus

--registration and table assignments: Lynn Brink



--entertainer; personalizing the presentation, meeting and greeting the evening of:  
NanciLu McClelland

The following is a preliminary list of tasks. Please consider where you would like to plug in...in addition to 5. above:

--special 20th anniversary decorations and obtaining and preparing registration materials (badges, name tags, etc.)

--favors, plaques/recognition of special guests

--program (work with designer, already volunteered), manage preparation, printing and distribution. Includes working with staff to get confirmations of attendees by 7 days before event.

--publicity; get press releases and coverage in Tarrant and Dallas County

newspapers. Other, as indicated.

--hospitality; confirm volunteers to schmooze during reception and assist Lynn with registration and getting people to their tables and bid them farewell at the conclusion

--Jennie and Lynn each need at least one helper

The next meeting is scheduled for Tuesday, May 6, 1997. Packets will be distributed at that time, along with contact suggestions. ( Prior to that, when packets are ready, committee members will be advised that they are available at H.R.A. for pick-up).

Jerry Hipple, Chairperson  
March 31, 1997

