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# ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Atlanta Branch, Inc.

*Minutes of the UNICOI Planning Meeting*

*March 7, 2020*

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**Members Present:** Chris Wilson, Sarah Craighead, Karen Ludwick, Bob Messner, Sylvia Priest, Nancy Kidd, Susan Tumlin

**Call to Order:** Chris Wilson called the meeting to order at 8:35 am.

Reviewed 2020 Spring Workshop roster and the UNICOI Planning guide.

- Sylvia needs Welcome Letter from Chris
- Bob to bring flags/flagpoles – US, Canada, ST Andrews Cross, Rampant Lion, maybe Union Jack
- Decorations – facility providing tables w/ table cloths. Chris/Bob can bring some tartan to add to tables. Sarah to decorate so long as others bring materials.
- Take musicians back to airport – maybe Sylvia Chandler or Joe Bell. Susan will call them and ask if either of them can.
- Susan emailed UNICOI about meal tickets – when they will be available. We have to pick up on arrival.
- Susan noted that the documentation from UNICOI on prices do not include full fees – 22% service charge, tax, etc.
- Sarah will make the public service announcement on how to wash hands.
- Bring boxes of tissues and have available in the ballroom. Susan will supply.
- We have hand sanitizer available from classes. Sylvia will bring.
- Need a good after-the-fact meeting following UNICOI.
- We have UNICOI reserved for 2021, but not 2022. Need to reserve soon. Can always cancel the dates later. If 180 days or less before the date, then there will be a charge. Chris will go ahead and make the booking for 2022.
- Registration table – we have always had it set up at 3pm. Meal Tickets will need to be inserted into the packet. We are going to be in Building B. Overflow may be in Building A.

Call concluded at 9:03am.