

Wednesday, April 23, 2003 11:08:21 AM

Message

From: "McCownW" <McCownW@roberts.edu>
Subject: WTS Planning Meeting
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Cc: Bill Kostlevy
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Dear Friends:

On Wednesday, April 22, the on-site (host) 2004 WTS Planning Committee met for the first time. Present were Wayne McCown, Joanne Zwerger, and Burt Jones; not present were Peter Knappen and David Dunn.

The 2002 WTS program provided by Bill Kostlevy was basic to the Committee's preview of this event, as well as e-mail exchanges dated 11/27/02, 12/02/02, 04/09/03. Wayne will mail these materials to Peter and David.

The Committee asks that David reserve Hale Auditorium and CLC lobby areas for the event dates, March 4-5, 2004. Wayne will contact Chaplain Kilbourne about chapel planning for Friday, March 4. It was thought that the best available spaces for the various meetings were as follows:

- * Plenary sessions: Hale Auditorium
- * Devotions and Worship sessions: Pearce sanctuary
- * Friday Banquet: Shewan Hall
- * Lunches: Garlock Dining Hall (regular service line: simply alert Food Service)
- * Refreshments and Fellowship breaks (and Displays): CLC and/or Pearce lobby areas
- * Concurrent sessions: Parmerter Hall; Friendship Room; Family Life Center (other possibilities: Smith auditorium; Smith large classroom; NES classrooms; Hale Auditorium; Pearce sanctuary)

David is asked to check on reserving hotel rooms (per 04/09/03e-mail). It was recognized that arrangements will need to be made for shuttle service from local hotels to campus.

Burt suggested we add Ruth Logan to the Committee, to assist with logistical support. The on-site 2004 WTS Planning Committee will meet next in early fall 2003.

Wayne McCown

P.S.: Bill and/or Philip are asked to respond to the following questions:

- * Who prepares the meeting brochure?
- * Will there be 4 concurrent sessions (per 2002 program) or 7 interest groups (per 04/09/03 e-mail)?