**Julia Morgan Building 100th Anniversary Party Planning**

* Party Date: Thursday, March 27th, 2025 from 2pm-4pm
* Location: Morgan Parlor/Stucky Library/Halls surrounding
* Invitees: (Patti to work on this; invitations to be sent late Jan/early Feb)
  + - * + Gauger/Canva/other companies: Patti will do some mock ups and get budget
  + Residents/families
  + Board of Directors
  + Past Board members
  + Mayor
  + Supervisor
  + SF Historic Society rep
  + Julia Morgan Society rep
  + Institute of Architecture rep
* Program:
  + 2pm
    - Cocktails Wine, Prosecco, Martinelli’s sparkling apple

Dept Directors will bartend

* + - Butlered hors d’ oeuvres Angie and Sylvie working on menu
    - Self-guided tour of 2nd Floor Gallery wall made by residents Margaret and Eleanor Bissel are working on this. Theme is about the residents, past and present, who live(d) here

Also need signs to guide to the tour (Patti & Bob)

Also hang Founders pictures in Gallery

* + 2:45pm
    - Welcome & Intro of BOD, Dignitaries, special guests – Mary
      * Also will report on progress towards getting the Julia Morgan building on the historic registry
    - History Theo to work with Dr. McNeil (interior of the building) and Theo will speak to the outside detail of the building.
      * Dr. McNeil: Julia Morgan
      * Theo Armour: symbols in and around the JM building at HotM
    - Preserving our legacy: Mary will ask Randy to prepare
    - Dignitaries present proclamations: Mary & Randy preside

Mary to get this on Mayor’s office and Supervisor’s office calendars

* + - Closing remarks/donation request: Laura Wagner (see new business notes about exterior lighting)
  + 3:30pm
    - Self-guided (or guided) tours Margaret and Theo to introduce Gallery and outdoor symbols tours
    - Finish food/drinks
  + 4pm Adjourn
* Things we need to plan for:
  + Press release to news outlets Theo will take a stab at this, then Gauger, then SF Historic or Page & Turnbull
  + Stage/dais for speakers/presentation We have in basement
  + Microphone/speakers ours are sufficient
  + Rent chairs Patti will rent
  + Rent linens Patti will rent
  + Rent high-top tables Patti will rent
  + Purchase flowers Patti will purchase
  + Cookies with JM building photo on them Angie
    - * + Also cookies with the Tudor Rose pic on them
  + ?save the date cards not necessary
  + Invitations see above; Patti
    - Julia Morgan/Morgan building prominent
  + New Business:
    - Invite Martha Nell York to join our committee (Margaret)
    - 100th Anniversary Flags to replace current ones on Laguna Street (Bob)
    - Consider raising funds for exterior lighting to highlight the Morgan building (Theo & Laura)
    - Remove much of the Parlor furniture to make room for chairs
      * Chairs in Parlor, Fire Place area, Stucky Library, and hallways as needed
    - Bring up the original column tables (from Crocker Home) for the event
    - Margaret to bring out 150th anniversary scrapbook to next meeting
    - Bar will be in front of Reception Office
    - Dress for the committee and staff will be “sophisticated”

NEXT MEETING:

* In person (and zoom if needed) in the Morgan Parlor
  + - * Wednesday, 9/25/24 at 2pm