

**5<sup>th</sup> Jubilee Confab Planning Committee Draft Agenda**  
**Sunday, April 19, 2009**

**8:00 - 9:00 pm**

<b>1. Welcome/Introductions of the Chairman &amp; Co-Chairlady</b>	Dr. Joseph Gbaba and Consul Teta Banks	8:00
<b>2. Teleconference Etiquette Discussion</b>	Mr. Nathaniel Gbessagee, Secretary General	8:10
<b>3. Review/Approve March 29, 2009 Minutes:</b>	Mr. Nathaniel Gbessagee, Secretary General	8:14
<b>4. Review/Approve Agenda</b>	Mr. Nathaniel Gbessagee, Secretary General	8:18
<b>5. Steering Committee Update: hall, budget, hotels (Greensboro)</b>	Jubilee Manager- Ms. Systertine Payne and Dr. Syrulwa Somah	8:20
<p><b>Jubilee Chairpersons and Planning Committee Progress Report:</b></p> <p>Responsible to formulate the Master Strategic Program Plan for the Jubilee, overseeing all Conference activities, including encouraging participation and attendance of the Conference by all Liberians, friends of Liberians, groups, organizations, solicitation of Conference funds, patron tickets, and designation of speakers.</p>	Dr. Joseph Gbaba- Chair/Consul Teta Banks	
<p><b>Venue, Program, and Jubilee Magazine Progress Report:</b></p> <p>Responsible for securing the venue and planning the content of the program)</p>	Mr. Gbessagee	
<p><b>Publicity and Promotion Progress Report:</b></p> <p>Responsible for securing advertisements and promoting the jubilee: Weekly and monthly promotion flyers and articles and writing letter to website to link LIHEDE website:</p>	Mr. Sam Togba Slewion- Chair	

<p style="text-align: center;"><b>Hospitality Progress Committee:</b></p> <p>Responsible for the coordinating the food and beverage, including snacks and all other food related items during the jubilee)</p>	<p>Mr. Thomas Johnson and Ms. Systertine Payne may have few comments.</p>	
<p><b>Supporting Partners Progress Report:</b></p> <p>Responsible to manage the soccer competition</p>	<p>All soccer teams and fields are book. <a href="#">No further progress report.</a></p>	
<p><b>Abstract Committee Progress Report:</b></p> <p>Responsible to keep with presenters who have sent or agreed to make presentation</p>	<p>For now, there are 15, including two from Liberia (names withheld until further notice) Mr. Gbessagee</p>	
<p><b>Cultural Performance Committee Progress Report</b></p> <p>Responsible together traditional drummers and dancers</p> <p><b>Mr. David Kaipu</b></p>	<p><b>Mr. David Kaipu</b></p>	
<p><b>Souvenir and Memorabilia Progress Report:</b></p> <p>Responsible for convention souvenir and merchandise such as flags, pens, and to honoring plagues:</p>	<ol style="list-style-type: none"> <li>1. Mr. Alex Uzwekou</li> <li>2. Mr. Yancy Peter Flah</li> <li>3. Dr. Mariah Seton</li> <li>4. Dr. Lawrence Zumo</li> </ol>	
<p><b>Liberian Lawyers Committee Report:</b></p> <p>Responsible for gathering all Liberian lawyers to write a chapter on traditional legal system as it relate to communal peace and stability</p>	<p>Presentation plan continues. <a href="#">No further progress report form</a> Cllr. Alvin Jalloh</p>	
<p><b>Liberian Authors <u>Committee</u> Progress Reports:</b></p> <p><b>1. Dr. Woahtoee</b></p> <p>Responsible for all Liberian authors who will be exhibiting books at the</p>	<p style="text-align: center;"><b>Update/Remarks</b></p> <p><b>Dr. Woahtoee</b> should on the teleconference tonight. He is expected to make a brief</p>	

Jubilee Confab	remarks and tell the Committee his plan.	
<b>LIHEDE Youth/Students Committee</b>	Youth to meet with Dr. Somah next. This weekend, the youth in Greensboro are playing Liberian youth in Tennessee and engaging in other activities in pre-preparation of the Confab. <b>No Further Report.</b>	
<b>Event Website Update/Master</b>  Responsible for the design and update if the website, especially during the planning process and the jubilee	The new website is 90% complete. Will be up before the end of the month. All members are asked to send their recent/best photo to <a href="mailto:lihede2003@yahoo.com">lihede2003@yahoo.com</a>  <b>No Further Report</b>	
<b>12. LIHEDE Membership fees (2009-2010) is \$10 a month or \$120 a year. Upon payment, a tax deductible receipt will be sent out. LIHEDE members are asked to please pay their membership from now to July 30 to help defray some of the Confab cost.</b>  <i>General Friendly Discussion/ Other Issues-Confab</i>	Dr. Gbaba and Consul Banks  Dr. Gbaba and Consul Banks  and participants	8:30
<b>13. Next Meeting Date &amp; Agenda Items</b>	Group/LIHEDEANS	8:47
<b>14. Adjourn</b>	Group/LIHEDEANS	9:00
<i>The next meeting will be determined. The Committee will identify agenda items for the next meeting.</i>		