

# CASA ACADEMY

## Annual Event Committee Meeting

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### Date and Time

Wednesday November 2, 2016 at 5:30 PM MST

### Location

Dial-in Number: (712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		
Approve minutes for Annual Event Committee Meeting on June 7, 2016			
<b>II. Annual Event Committee</b>			<b>5:30 PM</b>
Annual Event Committee			
<b>A.</b> Discuss Committee Composition (members)	Discuss	Mary Dahlen	5 m
<b>B.</b> Decide on name for the event	Discuss	Jenna Leahy	5 m
<b>C.</b> Discuss marketing forms	Discuss	Jenna Leahy	10 m
<b>D.</b> Discuss event logistics and needed donations (beverages, food, raffle items, wine pull, art sales)	Discuss	Mary Dahlen	15 m
<b>E.</b> Discuss process for soliciting help from CASA Board	Discuss	Mary Dahlen	5 m
<b>III. New section</b>			
<b>IV. Other Business</b>			
<b>V. Closing Items</b>			
<b>A.</b> Adjourn Meeting	Vote		