

CASA ACADEMY

Annual Event Committee Meeting

Date and Time

Thursday January 26, 2017 at 5:00 PM MST

Location

Phoenix Country Day School (3901 East Stanford Dr., Paradise Valley, AZ 85253). Park in parking lot on 40th street (next to building with pool).

CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Annual Event Committee Meeting on January 19, 2017			
II. Annual Event Committee			5:00 PM
Annual Event Committee			
A. Tour Event Space	Discuss		30 m
- At conclusion of tour, draw a layout of the space (indicating where everything will go).			
- We need to consider how we will display the artwork.			
B. Review Financial Summary	Discuss		1 m
C. Outstanding Sponsorships	Discuss		5 m
- We are still in need of a wine sponsor and a musician.			
D. Discuss Raffle (Logistics)	Discuss		5 m
- Do we want Karen to standardize them all?			
- Do we want NCL mother-daughter groups to do each one?			
- Mary and Jenna will compile packages on 1/27/17			

	Purpose	Presenter	Time
- Does Mary have enough bowls for the raffle tickets?			
E. Vote on who we want for bartending services at event	Vote		5 m
F. Vote on who we want linens/ tables/ heat lamps from at event	Vote		5 m
G. Volunteer needs for the event	Discuss		5 m
H. Program/ Flow of the evening	Discuss		5 m
I. Miscellaneous Logistics	Discuss		5 m

- Is someone able to create signs for CASA to put on sandwich boards (directing people to event)?
- Please email Jenna: name, email, address, number of bottles and in-kind value of any wine donations from private donors.
- When do we want to cut off online sales? Do we want to increase ticket price at door?

III. Other Business **6:06 PM**

A. Announcements	Discuss		5 m
- Next meeting will be via conference call next Thursday at 7:00 PM.			
- Liquor license set to be approved this Friday. Jenna will pick up Monday.			

IV. Closing Items **6:11 PM**

A. Adjourn Meeting	Vote		
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