

CASA ACADEMY

Annual Event Committee Meeting

Date and Time

Thursday February 16, 2017 at 7:00 PM MST

Location

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

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			7:00 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 February 9, 2017			
II. Annual Event Committee			7:00 PM
Annual Event Committee			
A. Review Financial Summary	Discuss		1 m
B. Program/ Flow of the evening	Discuss		5 m
- Any feedback on announcements and speeches?			
C. Miscellaneous Logistics	Discuss		5 m
- Please email Jenna: name, email, address, number of bottles and in-kind value of any wine donations from private donors.			
- Is it warm enough to get rid of the heat lamps?			
- MC asked what he should wear to event- suit, blazer, tux, etc.?			
- Does anyone have a smart device we can use for PayPal swipes?			
D. Financial Procedures/ Volunteers	Discuss		5 m

	Purpose	Presenter	Time
- Logistics of registration and raffle ending before event ends (boxes will be delivered to wine pull area).			

III. Other Business **7:16 PM**

A. Announcements	Discuss	5 m
- Next meeting will be dress rehearsal at PCDS at 5 PM on 2/22/17.		
- Event will start at 7 PM on 2/24/17. If you can help with set-up, we can begin setting up at 3:30 PM. Volunteers should arrive by 6:30 PM.		

IV. Closing Items **7:21 PM**

A. Adjourn Meeting	Vote
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