

# CASA ACADEMY

## Annual Event Committee Meeting

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### Date and Time

Monday September 11, 2017 at 12:00 PM MST

### Location

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

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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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>			
<b>B. Call the Meeting to Order</b>			
<b>C. Approve Minutes</b>	Approve Minutes		
Approve minutes for Annual Event Committee Meeting on November 2, 2016			
<b>D. Approve Minutes</b>	Approve Minutes		5 m
Approve minutes for Annual Event Committee Meeting on February 16, 2017			
<b>II. Annual Event Committee</b>			<b>12:05 PM</b>
Annual Event Committee			
<b>A. Basic Details</b>	Discuss		5 m
Event date: 2/23/17, 7-10 PM			
Location: PCDS?			
Theme: ?			
<b>B. Recruiting new members for committee</b>	Discuss		5 m
<b>C. Plan for Presentation for Board Meeting tonight</b>	Discuss		5 m
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◦ Food (Appetizers and desserts)			
◦ Beverages for bar (wine, beer, soda and water)			
◦ Wine Pull			
◦ Raffle items			
◦ Linens, tables, heat lamps, chairs			

	Purpose	Presenter	Time
◦ Entertainment (DJ/ band)			
◦ Monetary sponsors (donations between \$500-\$10,000)			
◦ Celebrity Guests			
◦ Photography Sponsor (both photographers and photo booth)			
◦ Master of Ceremonies			
◦ Bartenders			

D. Action steps for next meeting	Discuss		5 m
E. Recurring date for this meeting?	Discuss		5 m

### III. Other Business

### IV. Closing Items

A. Adjourn Meeting	Vote		
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