

CASA ACADEMY

Annual Event Committee Meeting

Date and Time

Wednesday January 24, 2018 at 12:00 PM MST

Location

(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			12:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Jenna Leahy	
Approve minutes for Annual Event Committee Meeting on January 10, 2018			
II. Annual Event Committee			12:00 PM
Annual Event Committee			
A. Update on Sponsorships	Discuss		5 m
Wine in storage:			
38 white			
23 red			
According to online calculator, for the bar, we need:			
252			
Bottles/Cans of Beer			
51			
Bottles of Wine (750 ml)			
B. Update on Event Space Layout	Discuss	Jenna Leahy	5 m

	Purpose	Presenter	Time
C. Update on Logistics	Discuss	Jenna Leahy	10 m

- Video has now been filmed; final cut will be emailed in 2 weeks

III. Other Business

IV. Closing Items

A. Adjourn Meeting	Vote
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