

APPROVED

CASA ACADEMY

Minutes

Annual Event Committee Meeting

Date and Time

Wednesday November 2, 2016 at 5:30 PM

Location

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

Committee Members Present

J. Leahy (remote), M. Dahlen (remote)

Committee Members Absent

D. Brown

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Leahy called a meeting of the Annual Event Committee Committee of CASA ACADEMY to order on Wednesday Nov 2, 2016 at 5:45 PM.

C. Approve Minutes

M. Dahlen made a motion to approve minutes from the Annual Event Committee Committee Meeting on 06-07-16 Annual Event Committee Meeting on 06-07-16.

J. Leahy seconded the motion.

The committee **VOTED** unanimously to approve the motion.

M. Dahlen made a motion to approve minutes from the Annual Event Committee Committee Meeting on 06-07-16 Annual Event Committee Meeting on 06-07-16.

J. Leahy seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Annual Event Committee

A.

Discuss Committee Composition (members)

Melissa, Christina and Dawn want to be on committee. Would Mark Tucker like to join the committee?

Adrian (staff) and Anthony (parent) also want to join the committee.

B. Decide on name for the event

Each unique and beautiful- together a masterpiece.
We are a rainbow of possibilities- make today count.
Be the rainbow in someone else's cloud.

Décor:

- Paper chains of scholars holding hands
- Umbrellas hanging from above

C. Discuss marketing forms

Jenna will ask Dawn to make the sponsor form more professional, once theme has been decided upon.

D. Discuss event logistics and needed donations (beverages, food, raffle items, wine pull, art sales)

Jenna will reach out to videographer for new video centering around idea of half day funding for kindergarten.

Raffle, wine pull, photo booth, student art- Mary will brainstorm what activities should take place at event.

Food trucks instead of food from restaurants?- Mary will investigate.

Our goal is to raise \$75,000 at the event.

Jenna will obtain liquor license.

CASA will send out a "save the date" for the event.

Jenna and Mary will touch base about the annual event on the 9th of November.

The next official annual event committee will be November 14th at 5:30 PM. Jenna will email Lydia about the meeting.

We will also re-connect the week of December 5th via phone.

E. Discuss process for soliciting help from CASA Board

Mary and Jenna will review the theme of the event and will provide an overview of sponsorship "asks" for the event.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
J. Leahy