

APPROVED

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **Date and Time**

Thursday January 19, 2017 at 7:00 PM

#### **Location**

Dial-in Number: (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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#### **Committee Members Present**

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

#### **Committee Members Absent**

L. Rodin, R. Lutowsky

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### **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 Thursday Jan 19, 2017 at 7:05 PM.

#### **C. Approve Minutes**

M. Dahlen made a motion to approve minutes from the Annual Event Committee on 11-14-16 Annual Event Committee on 11-14-16.

J. Leahy seconded the motion.

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

## II. Annual Event Committee

### A. Review Financial Summary

47 Tickets sold

2 free tickets accepted

Changed the ticket fundraising goal to \$12,000 to account for 50 free tickets

Sponsorship goal is \$50,000 - Total raised is \$18,200 so far

Sergio following up on sponsorships on a weekly basis

### B. Review Logistics Table and Delegate

Volunteer organization - Cristina Hatton? Julie Peterson possible as a leader.

NCL need volunteer list (set-up/tear down/photographers/directional help/food assistance)

Finalize volunteer list by Friday, January 27th

Jenna requested go to places for bartenders and linens. Booking of providers was done last year by wedding planner so we need to double check on numbers for these items.

Draw layout at next week's meeting - for tables linens and tables and chairs.

Jenna to send volunteer outline to Melissa next week.

Volunteer night the week of event - Wednesday the January 22nd from 4-7 p.m. at CASA in cafeteria.

Raffle packages to one pair of NCL volunteers- Melissa Brutlag will ask a few people that are talented in this area. Need 2 mother/daughter teams

Sergio to do powerpoint and add logos as they go.

Gail or Mary from All Saints to help with creating the wings. Melissa to call. Also talk to them about hand wreaths Invite to walk through.

### C. Announcements

## III. Closing Items

### A. Adjourn Meeting

D. Brown made a motion to adjourn the meeting.

J. Leahy seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:02 PM.

Respectfully Submitted,  
M. Dahlen