

CASA ACADEMY

Minutes

Annual Event Committee Meeting

Date and Time

Thursday January 26, 2017 at 5:00 PM

Location

Phoenix Country Day School (3901 East Stanford Dr., Paradise Valley, AZ 85253). Park in parking lot on 40th street (next to building with pool).

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.

Committee Members Present

J. Leahy, L. Rodin, M. Dahlen, R. Lutowsky

Committee Members Absent

D. Brown

Guests Present

Melissa Brutlag

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 26, 2017 at 5:56 PM.

C. Approve Minutes

M. Dahlen made a motion to approve minutes from the Annual Event Committee Meeting on 01-19-17 Annual Event Committee Meeting on 01-19-17.

J. Leahy seconded the motion.

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

II. Annual Event Committee

A. Tour Event Space

B. Review Financial Summary

C. Outstanding Sponsorships

Jenna will continue to follow up about wine.

Jenna and Mary will follow up with Obadiah.

Mary will approach Hensley about wine donation.

Mary will approach Arduous wine company.

D. Discuss Raffle (Logistics)

We will set an NCL event the on the 15th of February (Wednesday) for NCL members to fill raffle baskets.

Jenna will buy ribbon, baskets and cellophane for raffle items.

E. Vote on who we want for bartending services at event

Lydia will follow up with Atlasta to see if they will donate bartending services.

If not, we will contract with Pour Master.

F. Vote on who we want linens/ tables/ heat lamps from at event

Ask opinion of people and how many lamps will be needed.

Jenna will follow up with Lydia in regard to number of tables, etc. and they will get a quote from Atlasta.

We will also approach Roger for linens.

G. Volunteer needs for the event

PCDS will look for 6 volunteers for each shift. NCL will look for 4 volunteers.

Two sets of 10 for each shift.

First shift: 2:30-5:30 PM (set up)

Second shift: 6:00-9:00 PM (work the event)

H. Program/ Flow of the evening

Mary has a potential MC. Rachel has potential MCs as well.

Jenna will practice Syrian speech with Fatima. If that doesn't work, Rachel will read speech on behalf of family.

I. Miscellaneous Logistics

Separate white and red wine when packing bags

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 6:50 PM.

Respectfully Submitted,
J. Leahy