

APPROVED

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **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).

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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**

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

#### **Committee Members Absent**

D. Brown

#### **Guests Present**

Melissa Brutlag

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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 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