

APPROVED

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **Date and Time**

Thursday February 2, 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**

J. Leahy, M. Dahlen

#### **Committee Members Absent**

D. Brown, L. Rodin, R. Lutowsky

#### **Guests Present**

Cristina Hatton

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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 Feb 2, 2017 at 7:06 PM.

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

M. Dahlen made a motion to approve minutes from the Annual Event Committee Committee Meeting on 01-26-17 Annual Event Committee Meeting on 01-26-17.

J. Leahy seconded the motion.

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

## **II. Annual Event Committee**

### **A. Event Space Layout**

Event space is set for the event.

### **B. Review Financial Summary**

Our main focus will be on filling in the gap in ticket sales/ sponsorships.

### **C. Outstanding Sponsorships**

### **D. Discuss Raffle (Logistics)**

1 ticket for \$20 or 6 tickets for \$100 for raffle.

Same for wine pull: 1 bottle for \$20 or 6 bottles for \$100.

NCL event will be from 4-6 PM on February 16th @ CASA. Karen from NCL will take the lead.

### **E. Update on furniture, linens and bartending for the event**

We want to give several vendors an opportunity to be a part of the event. Jenna will reach out to book vendors tomorrow.

### **F. Volunteer needs for the event**

PCDS, NCL and CASA are arranging for volunteers for the event.

### **G. Program/ Flow of the evening**

Jenna will ask Rachel to read Syrian speech.

Jenna will incorporate "ask" into Phoebe's speech. Mary will write in transition so that MC can transition into logistics for the ask.

Mary is asking Nico to be an MC.

### **H. Miscellaneous Logistics**

Could NCL create signs directing people to the event- add to NCL volunteer event. Jenna will follow up about size of sandwich boards from PCDS.

Mary has downloaded the app "vino" to track the in-kind value of wine (for sponsorships).

We will cut off ticket sales at 10 AM on the day of the event. Tickets will be \$50 at the door. Post this information on the website.

Stools- \$100 each

Are there words that a child can write on the hand wreathes in the center? Circle back to this next week.

Love, Peace, Harmony, Respect, Learn, Joy

Frames- \$50?

### III. Closing Items

#### A. Adjourn Meeting

J. Leahy made a motion to adjourn the meeting.

M. Dahlen 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 7:49 PM.

Respectfully Submitted,

J. Leahy