

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **Date and Time**

Thursday February 16, 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**

C. Hatton (remote), D. Brown (remote), J. Leahy (remote), M. Dahlen (remote), R. Lutowsky (remote)

#### **Committee Members Absent**

D. Fuller, L. Rodin, M. 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 Feb 16, 2017 at 7:02 PM.

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

D. Brown made a motion to approve minutes from the Annual Event Committee Meeting on 02-09-17 Annual Event Committee Meeting on 02-09-17.

R. Lutowsky seconded the motion.

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

## **II. Annual Event Committee**

### **A. Review Financial Summary**

Jenna reviewed financial summary.

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

Rachel will practice speech with Jenna on 2/16/17.

### **C. Miscellaneous Logistics**

We will still order heat lamps just in case it is cold.

Jacket, collared shirt and no tie for our MC this year.

Cristina has a PT friend that will donate PT services to the raffle.

### **D. Financial Procedures/ Volunteers**

All money will be brought to wine area before end of 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 7:24 PM.

Respectfully Submitted,  
J. Leahy