

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

---

#### Date and Time

Monday September 11, 2017 at 12:00 PM

#### Location

Call in information: (712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

---

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

C. Chavez (remote), D. Brown (remote), J. Leahy (remote)

#### Committee Members Absent

M. Dahlen, R. Lutowsky

---

#### 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 Monday Sep 11, 2017 at 12:03 PM.

##### C. Approve Minutes

C. Chavez made a motion to approve minutes from the Annual Event Committee Committee Meeting on 11-02-16 Annual Event Committee Meeting on 11-02-16.

J. Leahy seconded the motion.

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

##### D.

### **Approve Minutes**

C. Chavez made a motion to approve minutes from the Annual Event Committee Meeting on 02-16-17 Annual Event Committee Meeting on 02-16-17.

J. Leahy seconded the motion.

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

## **II. Annual Event Committee**

### **A. Basic Details**

Jenna will reach out to PCDS about using space again this year.

After taking into account weather and financial factors, we will most likely propose that we have the event in their cafeteria space.

Jenna will upload a Google Drive document to collect theme ideas for the event. We will choose a theme at our next meeting.

### **B. Recruiting new members for committee**

Members will reflect on this for our next meeting.

### **C. Plan for Presentation for Board Meeting tonight**

Food was lacking last year. Should we reach out to catering companies/ restaurants to cater the entire event for a discounted fee?

We could also have smaller caterers show off their samples at booths at the event.

### **D. Action steps for next meeting**

Confirm location at PCDS

Decide on theme

### **E. Recurring date for this meeting?**

Wednesdays mid-month at noon

## **III. Closing Items**

### **A. Adjourn Meeting**

C. Chavez made a motion to adjourn the meeting.

D. Brown 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 12:34 PM.

Respectfully Submitted,  
J. Leahy