

# CASA ACADEMY

## Minutes

### Annual Event Committee Meeting

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#### **Date and Time**

Wednesday January 24, 2018 at 12:00 PM

#### **Location**

(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. Chavez, D. Brown, J. Leahy, M. Dahlen

#### **Committee Members Absent**

R. Lutowsky

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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 Wednesday Jan 24, 2018 at 12:06 PM.

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

C. Chavez made a motion to approve minutes from the Annual Event Committee Committee Meeting on 01-10-18 Annual Event Committee Meeting on 01-10-18.

M. Dahlen seconded the motion.

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

## II. Annual Event Committee

### A. Update on Sponsorships

Crystal will follow up with her wine contact.

Jenna will email liquor license to Crystal and Mary as soon as it arrives.

### B. Update on Event Space Layout

We considered moving food near the kitchen.

### C. Update on Logistics

Mary suggested that we explore how we can make our wine pull more diverse in terms of wine selection.

## III. Closing Items

### A. Adjourn Meeting

D. Brown made a motion to adjourn the meeting.

C. Chavez 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 12:25 PM.

Respectfully Submitted,

J. Leahy